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1. TITLE AND COMMENCEMENT

These rules will be called NEEPCO Promotion Policy and Rules (Revised) and shall come into force with effect from 2nd April 1997.

2. SCOPE AND COVERAGE

This Promotion Policy and Rules will be applicable to all executives of the Corporation appointed on regular basis and will not be applicable to the following categories of employees:-

- (a) who are appointed in a grade for a limited tenure;
- (b) superannuated persons re-appointed in the Corporation service.
- (c) persons appointed on purely casual or on adhoc basis.
- (d) Employees who are on deputation to NEEPCO and who retain lien with service of the parent Organisation.

3. CLASSIFICATIONS OF GROUPS/CADRES:

3.1 For the purpose of promotion and career growth, all executives are included in one of the following groups/cadres:

a)	Sr. Executive cadre	Salary grades E-6 and above
b)	Executive cadre	Salary grades E-1 to E-5

4. POLICY OBJECTIVES

The guiding principles underlying the promotion policy of the Corporation aim at providing and maintaining appropriate resources and environment for the effectiveness, efficiency and satisfaction of its executives and motivating them to apply and develop their abilities and capacities to the maximum to achieve the goals and objectives of the Organisation through opportunities available for achievement. It will be policy of the Corporation to provide its executives with appropriate opportunity, encouragement and career growth consistent with their contribution to the growth of the Organisation on the following basic principles:

- a) To provide all executives with broad equality of opportunity in growth and career prospects.
- b) To ensure fairness, equitability, consistency and uniformity in the matters of promotion of executives of the Corporation.
- c) To recognise and reward executives for their contribution to the growth of the Organisation.
- d) To sustain high morale of the executives by informing them of the promotion and growth opportunities existing in this Corporation.
- e) To achieve above objectives, Corporation's general policy will be to look within the Organisation for suitable persons with the requisite skills, expertise, merit and suitability for filling up the vacant position(s).
- f) To facilitate the fulfillment of the growth expectations, NEEPCO will strive to create and sustain an environment conducive to efficient and effective functioning of the executives in their roles and responsibilities. For this, management will make earnest endeavor – to provide the necessary scope and facilities for development of skills and capabilities through training, job rotation, opportunity to serve in fields and establishments in Headquarters and offices of the

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Corporation, job enlargement, job enrichment and developmental programs as mere reliance on length of service may not be sufficient to meet fully their growth aspirations.

- 4.1 Notwithstanding anything stated above, where such eligible candidates are not available, the Corporation will take recourse to lateral entry at certain levels within the prescribed limit to the extent considered essential from outside to meet Organizational needs and to ensure infusion of new blood and fresh outlook with a view to sustaining the growth, vigor and vitality of the Organization.
- 4.2 Keeping in view the changes in internal conditions and external environment, the Corporation may at any time at its discretion make any change in the Promotion Policy and Rules as stated herein, if it is satisfied that such changes are necessary in the overall interest of the Corporation, while making such changes, the views of the executives will be considered on such matters particularly affecting their service conditions.

5. GENERAL PRINCIPLES

5.1 Channels of Promotion

Promotion of an employee means his movement from a post in a lower grade to a post in the next higher-grade along with respective promotion channels specified for the purpose. The channels of promotion for the employees belonging to various groups/cadres and from one group/cadre to another group/cadre and promotion within a group/cadre are shown in the Annexures. Jumping of the scales in the respective hierarchical promotion channel will not be allowed.

- 5.2 Promotion will be effected only against vacant sanctioned posts. The promotions to the grade of E9, E8, E7 & E2 will be subject to notified vacancies. However, vacancy may not be a constraint for promotions up to E6 grade. Corporate HR Department shall notify the vacancies for each discipline as recommended by the committee of Functional Directors, within the Technical and Non-Technical separately for promotions to the grade of E9, E8, E7 & E2 considering the prevailing organizational needs vis-à-vis currently held position in the respective Discipline, with the approval of CMD before holding the DPC.
- 5.3 Ex-cadre post i.e. one which does not form part of the normal channel of promotion in a cadre shall be opened to any executive who fulfills the minimum educational qualifications, job specifications and other criteria laid down for the post.

6. PROMOTION SYSTEM AND PROCEDURES

6.1 Promotion within the group / from one group/cadre to another group /cadre :

The following % (percentage) of eligible and recommended executives shall be promoted to the higher posts within the same Group of E-2 to E3, E3 to E4, E4 to E5 and E5 to E-6 . The filtration shall be carried out in terms of the merit panel recommended by the DPC, i.e. the DPC will recommend the % (Percentage) of candidates in terms of merit panel for approval by the Panel approving authority. Promotion from E6 to E7 and above shall be based on vacancy.

Promotion within the Group	% (Percentage of Eligible & recommended candidates for promotion)
E2 to E-3	100%
E3 to E4	80%
E4 to E5	70%

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E5 to E6	60%
E6 to E7	Vacancy Based
E7 to E8	Vacancy Based
E8 to E9	Vacancy Based

6.2 Executive to Senior Executive Group/cadre (E5 to E6, E6 to E7 and above)

Promotion of Executives from one group/cadre to another group/cadre will be purely on the basis of merit, efficiency with seniority taking the secondary role. In view of the fact that such merit efficiency and suitability can be meaningfully determined on the basis of assessment of performance and potential to go up over a reasonable period, the Departmental Promotion Committee will be constituted to screen and assess merit and suitability of the eligible candidates in accordance with the promotable ratings, conduct and discipline records as prescribed under these Rules.

6.3 For promotion from Executive group/cadre to Senior Executive group/cadre, and within the Senior Executive Group, methodology for selection will be as under.

6.4 The DPC for the above position will assess the merit and inter-se-position of the eligible candidates on the basis of following factors.

	FACTOR	WEIGHTAGE
		E-5 to E-6
A	Qualification	20
B	Length of Service	20
C	Annual performance Appraisal Reports	30
D	Test/Interview	30
Total Mark		100

	FACTOR	WEIGHTAGE
		E-6 to E-7 & above
A	Weightage for Hardship service	10
B	Weightage for Grade Service	10
C	Annual performance Appraisal Reports	45
D	Presentation	15
E	DPC (Test/Interview)	20
Total Mark		100

6.4.1 QUALIFICATIONS

The points to be allocated for the qualifications wherever applicable, will be in accordance with the rating scale provided in **Annexure- 'A'**. However, this will not be applicable for promotion from E-6 to E-7 and above.

6.4.2 EXPERIENCE / LENGTH OF SERVICE/ SENIORITY

6.4.2.1 Length of Service / Weightage for Hardship Service

The points for promotion for experience / length of service in respect of Executives considered for promotion up to **E6** level will be allocated at the rate of 2.5 points for every six months subject to the maximum of 20 points where the qualifying period is 3(three) years and 1.5 points for every six months service subject to maximum of 20 points where the qualifying period is more than 3(three) years.

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However, in respect of executives for promotion from **E-6 to E-7** and above, the points for length of service will be allocated as below taking into consideration the service rendered during last ten years (Assessment Year).

Cluster	Groups of Executives	Name of Projects/Establishments	Point per year
I	Technical & Non-Technical Executives	DHPS, THPS, S&I Location, and Projects under construction in Arunachal Pradesh.	1.00
II	Technical & Non-Technical Executives	KHPS, PLHPS, AGBPS, AgGBPS, TGBPS, KaHPS, PHPS	0.75
III	Technical & Non-Technical Executives	Shillong, Guwahati, Kolkata, New Delhi & Other City Based Offices	0.50

In case an executive has been transferred to a Cluster I or II place but retained at the Corporate/ City based Offices on the requirement of the Management to be approved by CMD, the points assigned to the projects to which the executive has been transferred shall apply.

The marks for the service rendered may be calculated in pro-rata basis, considering the actual period of service including months, days of service rendered in a particular location.

6.4.2.2 Weightage for Grade Service

Grade Service Weightage (Point) for the time period spent in the feeder cadre grade shall be calculated in the following manner.

Grade Service Period	Points
More than 3 years up to 3 years 6 months	2
More than 3 years 6 months up to 5 years 6 months	4
More than 5 years 6 months up to 7 years 6 months	6
More 7 years 6 months to 8 years 6 months	8
More than 8 years 6 months	10

6.4.2.3 Presentation

Each candidate has to give a 10 (Ten) minutes presentation comprising of 5-6 slides before the DPC which shall be allotted with marks (points) out of 15, on the significant contributions made in the last 10(ten) years and proposed action plan for improvement in his/her areas of work or desired functional areas on higher responsibilities in the promoted posts.

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6.4.3 ANNUAL PERFORMANCE APPRAISAL REPORTS

For appraisal reports the points will be allocated as per rating scale as under :

GRADING	UPTO E-5 TO E-6	E-6 TO E-7 & ABOVE *
Outstanding	30 Points	9 Points
Very Good	20 Points	6.75 Points
Good	10 Points	4.5 Points
Average	05 Points	2.25 Points.

The appraisal year will be the financial year from 1st April to 31st March & appraisal Reports of latest 5(Five) years except the circumstances enumerated under this Rules will be taken into account for the purpose of evaluation. Where more than 6 (Six) months of the appraisal year have elapsed at the time of consideration of an executive for promotion, a special performance Report for the part year will be obtained and taken into consideration along with the reports of the previous years. Once the special report is followed and replaced by the usual Annual Performance Appraisal Report, the special report will no longer be taken into consideration.

Annual Performance Appraisal Report for any period of less than 3(three) months in an appraisal year will not be taken into consideration for the purpose of promotion. However, where two APAR are written in any appraisal year by reason of an executive being posted under different Reporting / Reviewing /Accepting officers the Departmental Promotion Committee shall consider the rating of the APAR for the longer duration. Where three APAR are written then the rating of the two longer duration will be taken. However where the rating is different for the APARs of two longer duration, then the rating of the longest duration will only be taken. APAR for duration of less than three months will not be considered.

The average of the latest Annual Performance Appraisal Reports pertaining to the relevant periods would be taken into account for the purpose of evaluation in respect of executives considered for promotion up to E-5 and from E-5 to E-6. However, in respect of executives considered for promotion from E-6 to E-7 and above the points will be allocated as per rating scale on 9 points scales for each year of APAR and average of 5(five) years APARs will not be taken as the total point allocated for the grade E-6 to E-7 and above is 45 (forty-five) . For promotion of E7 to E8 and E8 to E9, only candidates with at least an OS (Outstanding) rating in the APARs of the last 5 years shall be considered in the recommended lists apart from other factors mentioned.

In case the requisite APARs for the last three years or more of an executive is not available then his/her case for promotion will not be considered for promotion and an intimation to this effect will be forwarded to his/her controlling officer and the concerned executive. However where only one or two APAR for previous year under consideration is not available, then for that year(s) only “Good” will be considered, provided that the rating for other APARs for three years is not less than Good. Where the APAR grading available for three years is ‘Average’ then only Average grading will be considered for that year for which APAR is not available.

Where an executive is officiating in the next higher grade and earned Appraisal Reports in that grade, his appraisal reports in that grade may be considered by the DPC in order to assess his work, conduct and performance but no extra weightage may be given merely on the ground that he has been officiating in the higher grade.

The DPC should not be guided merely by the overall grading, if any that may be recorded in the appraisal reports but should make its own assessment on the basis of the entries in the appraisal reports because it has been noticed that sometime the overall grading in a appraisal report may be inconsistent with the grading under various parameters or attribute.

If the Reviewing authority or the accepting authority, as the case may be has over-rules any of the

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assessment made by the Reporting officer or the Reviewing authority as the case may be, the remarks of the later authority should be taken as a final remarks for the purpose of assessment provided it is apparent from the relevant entries that the higher authority has come to a different assessment consciously after due application of mind. If the remarks of the Reporting Officer, Reviewing authority and Accepting authority are complementary to each other and one does not have the effect of overruling the other then the remarks should be read together and the final assessment should be made by the DPC. The DPC shall examine the APAR ratings of the eligible candidates taking into considerations of the performance parameters and they can jointly review and amend the final rating with due justifications to be noted in writing in the assessment sheet.

ADVERSE REMARKS IN A PERFORMANCE APPRAISAL

When adverse remarks in the appraisal reports of the executive concerned have not been communicated to him, this fact should be taken note of by the DPC while assessing the suitability of the executive for promotion.

In case where a decision on the representation of an executive against adverse remarks has not been taken or time allowed for submission of representation is not over, the DPC may at their discretion defer the consideration of the case until a decision on the representation is finally taken.

Executive whose latest performance appraisal or special Report contains adverse remarks will not be considered for promotion and the DPC may keep this aspect in view while assessing the suitability and recommending for promotion.

6.4.4 DPC (INTERVIEW / TESTS)

Wherever Interview/Tests have been prescribed to assess the suitability for promotion from one group/cadre to another group/cadre the points out of 30 or 20 points allocated for this purpose, as the case may be, will be allotted in the interview/test and following factors will be given due consideration.

- I) Communication (clarity and logical exposition).
- II) Mental Caliber (ability to understand problems and make decision relating to his job/profession).
- III) Emotional stability (Confidence and adaptability and meeting stresses and strains).
- IV) Motivation (Orientation to responsibility, growth and willingness to works).

Executives from E-2 to E-5 where the promotion is based on merit but no interview is held, such executives shall be called for discussion before the DPC.

Additional member will be included in the DPC for E-2 to E-4 & upward upto E-5 who alongwith other members of DPC shall interact with the executives and give a message of quality & the need for improved performance at appropriate level

Wherever interview/test is prescribed for cadres for promotion upto E-5 to E-6, the minimum qualifying percentages in the interview shall be 50%. However, the qualifying percentage in respect of SC/ST may be fixed at 40% for promotions from E-1 to E-2 and below.

6.4.5 MEDICAL EXAMINATION

All Executives for promotion from Dy. General Manager (E-7) to GM (E-8) and above shall undergo medical examination by a Medical Board to be constituted by CMD or any other officer duly authorised by him. The report of the Medical Board shall be placed before the DPC for its consideration.

If a person is not medically fit for the functional requirement of the job, he/she shall not be considered for promotion.

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6.4.6 PROBATION ON PROMOTION

All executives promoted to the level of E-7 and above shall be placed on probation for a period of one year. Depending on performance, the probationary period may be extended. The period of probation shall not be deemed to have been completed unless informed in writing. Order regarding clearance of probationary period shall normally be issued within one month from completion of probation period. The period of probation shall be counted towards qualifying period for considering an executive for promotion. However, the extended period of probation shall not be counted towards eligibility period for promotion.

Probation is to be cleared subject to obtaining disciplinary and vigilance clearance. Further an executive would not be considered to be eligible for promotion to the next post, if the probationary period is not cleared.

If, during the period of probation or extended period of probation on promotion, the service of an executives is not found to be satisfactory then such executive may be reverted to their original post.

- 7. METHODOLOGY FOR PREPARATION OF PANEL :** In respect of promotion from one group/ cadre to another group/cadre in respect of Executive and to Sr. Executives to be promoted on the basis of merit-cum-seniority, the following procedure shall be followed

The DPC members will assemble on the date, time & venue as may be fixed and intimated by the HR Deptt. to the members. The DPC may conducted in Video-conferencing mode. The DPC will assess the Merit of each candidates keeping in view the principles, criteria, factors and other conditions as laid down under these rules, other relevant rules and orders inforce in the corporation, orders and guidelines of Govt. of India, such as Reservation Policy etc.

Finally, the DPC will prepare the panel indicating the comparative merit of the eligible executives based on aggregate points obtained on various factors i.e. Qualification, Length of service in present post, Appraisal Reports, Interview/Test. . Wherever, there is same mark obtained by 2 or more candidates, the tie breaker shall be on the basis of inter-se seniority position in the feeder cadre.

7.1 PROMOTION FROM E-6 TO E-7 AND ABOVE.

For promotion from E-6 to E-7 and above, a person having more than 50% marks in each of the factors for Weightage for Hardship service, Annual Performance Appraisal Report and Test/Interview individually shall only be considered for promotion and will be included in the merit panel.

A final panel of successful candidates in order of merit observing above procedure will be drawn up by the committee on which every member of committee will affix his signature. There after the panel will be submitted to the Competent Authority by the Chairman of the DPC as mentioned in the conveying order for the further necessary action.

The incumbents for promotion from E6 to E7 and E7 to E8(GM), who are not considered by the DPC in the present cycle may be considered in the next cycle after rejection. For promotion to E8(GM) and above, their cases for review after rejection may be considered after the expiry of 1 (One) year period, from the date of last DPC, where their cases were rejected.

The Corporation HR Deptt. will provide all necessary support to the DPC including constitution and conveying of meetings, furnishing information and records; analysis and reports on the appraisal ratings available vacancies etc.

8. ZONE OF CONSIDERATION

The zone of consideration of executives for promotion by selection method is prescribed as under:

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Executive who has completed prescribed the minimum eligibility period for promotion to higher grade/scale /post as per Clause 9 of this Policy and those who qualify under clause 6.4.3 shall be considered under the Zone of Consideration.

NO. OF VACANCIES	NO. OF EXECUTIVES TO BE CONSIDERED
1	5
2	8
3	10
4	10+Twice the number of vacancies in excess of 10 vacancies.

Further, when adequate number of SC/ ST candidates are not available within the normal field of choice as indicated above, the field of choice shall be extended to 5 time the number of vacancies and the SC/ST (not any other) coming within the extended field of choice shall be considered against the vacancies reserved for them.

9. ELIGIBILITY CRITERIA

9.1 Eligibility period :

The minimum eligibility period for promotion of Executives in various grades will be as prescribed and mentioned in Annexure.

Eligibility criteria of promotion in respect of Executives of E-4 to E-8(GM) level

9.1.1 In respect of Diploma Engineers, out of total qualifying period of 9 (nine) years required for promotion from Deputy Manager (E-4) to Manager (E-5) & Manager (E-5) to Sr. Manager (E-6) one has to acquire minimum 3 (three) years field experience, prior to becoming eligible for promotion to Sr. Manager (E-6) level.

9.1.2 In respect of Degree holders engineers, out of total qualifying period of 6 (six) years required for promotion from Deputy Manager (E-4) to Manager (E-5) and Manager (E-5) to Sr. Manager (E-6) one has to acquire minimum 2(two) years field experience. Similarly, from Sr. Manager (E-6) to Dy. General Manager (E-7) to General Manager (E-8) one has to acquire minimum 2(two) years field experience.

However, in case where the Executive does not have the required field experience, he/she shall be posted at field on promotion or before he/she becomes eligible for the next promotion, so as to complete the stipulated period of field experience.

The Board of Directors has delegated CMD, NEEPCO to relax the field experience criteria upto a maximum of 6 months in exceptional cases.

Further cases may be brought to the Board for special relaxation where the officer could not be posted at site for exigency of work or where the officer was posted at site for a considerable period prior to becoming eligible and it was not deemed necessary to further post him to site.

9.1.3 Only those Executive/ Engineers who fulfill above conditions shall be considered for promotion from Deputy Manager (E-4) to Manager (E-5) & above up to the level of General Manager (E-8) in their respective disciplines subject to fulfillment of other eligibility criteria in terms of promotion Policy.

9.1.4 (a) Any executive who brings in outside influence or request on his own for retention or transfer, other than interest of the works of the Corporation, the Competent Authority will decide including past cases, if any, if such period of posting of the concerned executive shall be counted or not towards eligibility period for next promotion and seniority of the executive in his /her grade of post shall be fixed accordingly.

9.1.5 Field experience are essential for the Technical Executives which shall include posting tenure either permanently or temporarily in the Projects / Plants.

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9.2 Minimum qualification

The minimum educational & professional qualification for promotion to various grades of posts in the prescribed channel of promotion of executives has been mentioned in Annexures.

The Executive in the grade of E-6 and above not possessing the requisite minimum qualification in HR and F&A group will be considered for promotion to the next higher grade on their becoming eligible for promotion, but they will become eligible for promotion only after acquiring of the requisite minimum qualification.

10. THE PROMOTION OF NON-PROFESSIONAL EXECUTIVES FROM E –1 TO E-5 LEVEL WILL BE BASED ON FOLLOWING FACTORS

	Factor	Weightage
a)	Educational Qualification	20
b)	Length of service in present post	20
c)	Appraisal Reports/ACRs	30

- 10.1 It will be essential to possess minimum professional qualification and other eligibility criteria as prescribed for different Area/Trade for promotion beyond E-5 level of posts. For these categories of executives, suitability for next higher post will be assessed through a DPC based on the methodology specified in the case of Professional Executives.

The promotion will be effected in order of merit within quota as may be prescribed and mentioned in channel of promotion. On promotion of Executives through this channel and Executives promoted through professional channel, their seniority will be merged together based on merit position assigned by DPC at E-6 level and further promoted will be effected in the similar manner as laid down for the professional Executives.

- 10.2 The other guidelines as may be relevant in respect of Qualification, Length of Service, Appraisal Reports/ ACRs, Test/Interview. Zone of consideration, Eligibility Criteria prescribed for Executives shall be also applicable in the case of Supervisory and Workmen group/ cadre to Executive/ Supervisory group/cadre respectively wherever applicable.

- 10.3 The details of channel of promotion are indicated in **Annexures**.

10.4 CHANNEL OF PROMOTION

All the functional areas/disciplines will be suitably grouped in to well defined channel of promotion taking into account the nature of duties and other relevant consideration and the promotion will be effected strictly in accordance with the channels so laid down (as shown in Annexure of Channel of Promotion and as an illustration). The zone of consideration for this category will be same as the case of Supervisor and Executives for promotion based on Merit-cum-Seniority.

It is also proposed that from now on the channel of promotion from E1 will be to E2 and then from E2 to E3 will be the following time span:

- i) E1 to E2 – 4 years
- ii) E2 to E3 – 1 year

For all employees inducted in workmen and supervisory cadre whose channel of promotion is opened upto E6 grade, the span of promotion from E5 to E6 grade will be 5 years.

- 10.5 Eligibility Period, Minimum Qualification, Experience, Quota for Promotion, Basis and Criteria for Promotion have been indicated in Annexure.

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11. PROMOTION WITHIN THE GROUP of E2 to E5

11.1 For Executive within the group/cadre classified under Senior Executive and Executive.

The Promotion will be based on Merit-cum-seniority and the relative weightage for the different factors will be as follows:

	FACTOR	WEIGHTAGE
a)	Qualification	20
b)	Length of service in present post	20
c)	Appraisal Reports	30

The allocation of points against each of the factors will be on the basis as mentioned in Rule 6.4.1 to 6.4.3 above by the DPC.

Similarly, the Methodology for Preparation Panel, Zone of consideration, other procedures and guidelines in respect of promotion of Executive within group/cadre will be same as in the case of Executive for promotion based on Merit-cum-Seniority from one group/cadre to another group/cadre except Tests/Interview.

GENERAL PROVISIONS AND GUIDELINES

12. FREQUENCY OF DPC

The Promotion in all executive categories is subject to vacancy being available shall be taken up once in a year so as to be effected from 1st January of each year upto the level of E7.

However, the Executives in E7(DGM) level and above shall be considered for promotion as and when a vacancy arises and will, however, be promoted w.e.f. the date of approval of the panel for promotion by the Competent Authority.

13. COMPOSITION OF DPC

All the cases of promotion will be dealt and decided centrally from Head Quarters, Corporation Office.

The assessment of fitness and otherwise for promotion will be adjudged through DPCs constituted for the purpose by the Competent Authority as mentioned hereunder:

Grade of post for promotion of Employee	Composition of DPC	Competent Authority to constitute and approve DPC Proceedings
E-1 to E-5	a) GM/CGM as Chairman from the same functional area. b) Dy. General Manager from same functional area from HQ/Project. c) Dy. General Manager from HR. d) One executive of appropriate level belonging to SC/ST community.	Director (Personnel) with written recommendation of the respective Functional Directors.

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E-5 to E-6	a) CGM/ED as Chairman from the same functional area. b) GM/CGM from same Functional area. c) GM/CGM from HR d) One executive of GM/CGM level belonging to SC/ST community from inside or outside.	Director (Personnel) with written recommendation of the respective Functional Directors
E-6 to E-7, E-7 to E-8(GM) & E-8(GM) to E-8(CGM)	a) Director (Personnel) b) Director from the Functional area (Director from any discipline in case of promotion of HR Executives) c) One executive of ED/Director level belonging to SC/ST community either from inside or outside (the functional Director will act as the Chairman).	Chairman & Managing Director
E-8(CGM) to E-9	a) Nominee Director of Govt. of India/Nominee Director of North Eastern State Govt. b) Director (Personnel) c) Director from the functional area (Director from any discipline in case of promotion of HR Executives) d) Director from other than Functional area. e) Director level or equivalent Govt. Officer belonging to SC/ST community. Note: The Chairman of the Committee shall be nominated by the Chairman & Managing Director any of the above other than (e)	Chairman & Managing Director

Additional member will be included in the DPC for E-2 to E-4 & upward upto E-5 who along with other members of DPC shall interact with the Executives and give a message of quality and the need for improved performance at appropriate level (**Administrative decision on 06-07-04**)

13.1 The DPC shall not go beyond the task assigned to them or assumes power that might come in the way of or effect other service matters.

13.2 CLOSE RELATIVE OF ANY EXECUTIVE IN THE PANEL NOT TO BE IN THE DPC AS MEMBER /CHAIRMAN.

On consideration of equity and fairness and in order to ensure elimination of every element of bias, it is considered desirable, that such member of the DPCs whose close relatives are being considered by the committee should not take part on the deliberation in the Departmental Promotion Committee keeping in view rulings of the Hon'ble Supreme Court of India and some High Courts. In this regard this will be incumbent upon the Chairman and member to declare and intimate to HR Department well in advance so that Competent Authority can include another Executive of equivalent rank.

14. DOCUMENTS TO BE PUT UP FOR CONSIDERATION BY THE DPCs

- a) In all cases of promotion the proposals will be prepared by the HR Department, HQrs Corporate Office in the prescribed proforma and shall be placed before the DPC.
- b) The Performance Appraisal Report/ACR folders containing the Performance Appraisal Reports/ACRs of executives concerned.

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c) Final Seniority List.

d) **Integrity Certificate:** If there are names of persons in the list of eligible candidates whose integrity is suspected or has been held in doubt at one stage or other this fact shall also be brought to the notice of the DPC.

e) **Vigilance Clearance:** A clearance from the Vigilance Department shall be obtained by the HR Department and shall be placed before the DPC.

17 **PROMOTION OF EXECUTIVE against who Disciplinary/court proceedings are pending or whose conduct is under investigation – PROCEDURE AND GUIDELINES TO BE FOLLOWED BY DPC**

Cases of executives to whom sealed cover procedure to be followed: -

At the time of consideration of the cases of executives for promotion, details of executives in the consideration zone for promotion falling under following categories shall be specifically brought to the notice of the DPC.

I. Executives under suspension.

II. Executives in respect of whom a charge sheet has been issued and the disciplinary proceedings are pending.

III. Executives in respect of whom prosecution for a criminal charge is pending.

Procedure to be followed by DPC in respect of executives under cloud:

IV. The DPC shall assess the suitability of executives covering within the purview of the circumstances mentioned above along with other eligible candidates without taking into consideration the disciplinary case/ criminal prosecution pending.

The assessment of the DPC, including 'UNFIT FOR PROMOTION' and the grading awarded by it will be kept in a sealed cover. The cover will be super scribed **Findings regarding suitability for promotion to the grade/post of.....in respect of Shri ... (Name of the executive). Not to be opened till the termination of the disciplinary case/criminal prosecution against shri** The proceedings of DPC need only contain the note: **'The findings are contained in the attached sealed cover'**. The Authority competent to fill the vacancy should be separately advised to fill the vacancy in the higher grade only in an officiating capacity when the findings of the DPC in respect of the suitability of an executive for his promotion are kept in a sealed cover.

17.1 Procedure by Subsequent DPCs

The same procedure outlined in para IV Under Rule 17 above will be followed by the subsequent Department Promotion Committee convened till the disciplinary case/criminal prosecution against the executive concerned is concluded.

17.2 Action after completion of disciplinary case/criminal prosecution.

On the conclusion of the disciplinary case/criminal prosecution which results in dropping of allegations

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against the Executive the sealed cover of covers shall be opened. In case the executive is completely exonerated, the due date of his promotion will be determined with reference to the position assigned to him in the findings kept in the sealed cover/covers and with reference to the date of promotion of his next junior on the basis of such position. The executive may be promoted, if necessary, by reverting the junior most officiating person. He may be promoted nationally with reference to the date of promotion of his junior. However, whether the executive concerned will be entitled to any arrears of pay for the period of national promotion preceding the date of actual promotion and if so to what extent, will be decided by the Appointing Authority by taking into consideration, all the facts and circumstances of the disciplinary proceeding/criminal prosecution. Where the authority denies arrears of salary or part of it. It will record its reasons for doing so. It is not possible to anticipate and enumerate exhaustively all the circumstances under which such denials of arrears of salary or part of it may become necessary. However, there may be cases where the proceedings, whether disciplinary or criminal are for example, delayed at the instance of the executive or the clearance in the disciplinary proceedings or acquittal in the criminal proceedings is with benefit of doubt or on account of non-availability of evidence due to the acts attributable to the employee etc. These are only some of the circumstances where such denial can be justified.

If any penalty is imposed on the executive as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover/covers shall not be acted upon. His case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him.

It is also clarified that in a case where disciplinary proceedings have been held under the relevant discipline rules. ‘**Warning**’ should not be issued as a result of such proceedings. If it is found, as a result of the proceedings, that some blame attaches to the employees at least the penalty of censure should be imposed.

17.3 Six monthly review of “Sealed Cover” cases.

It is necessary to ensure that the disciplinary case/criminal prosecution instituted against any executive is not unduly prolonged and all efforts to finalize expeditiously the proceedings should be taken so that the need for keeping the case of an executive in a sealed cover is limited to the barest minimum.

Therefore, the Appointing Authorities concerned should review comprehensively the cases of executives whose suitability for promotion to a higher grade has been kept in sealed cover on the expiry of six months from the date of convening the first Departmental Promotion Committee which had adjudged his suitability and kept its findings in the sealed cover. Such a review should be done subsequently also every six months. The review should, interalia, cover the progress made in the disciplinary proceedings/criminal prosecution and the further measures to be taken to expedite their completion.

17.4 Procedure for Adhoc Promotion

In spite of the six monthly review referred to in 17.3 above, there may be some cases, where the disciplinary case/criminal prosecution against the executive is not concluded even after the expiry of two years from the date of meeting of the first DPC, which kept its findings in respect of the executive in sealed cover. In such a situation the Appointing Authority may review the case of the executive provided he is not under suspension, to consider the desirability of giving him ad-hoc promotion keeping in view the following aspects :

- a) Whether the promotion of the executive will be against public interest ;
- b) Whether the charges are grave enough to warrant continued denial of promotion;
- c) Whether there is any likelihood of the case coming to a conclusion in a near future;

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d) Whether the delay in the finalisation of proceedings, departmental or in a Court of law, is not directly or indirectly attributable to the executive concerned ; and

e) The post from which he was promoted.

If the executive concerned is acquitted in the criminal prosecution on the merits of the case or is fully exonerated in the departmental proceedings, the ad-hoc promotion already made may be confirmed and the promotion treated as a regular one from the date of the ad-hoc promotion with all attendant benefits. In case the executive could have normally got his regular promotion from a date prior to the date of his promotion with reference to his placement in the DPC proceedings kept in the sealed cover(s) and the actual date of promotion of the person ranked immediately junior to him by the same DPC, he would also be allowed his due seniority and benefit of normal promotion as envisaged in 17.2 above.

If the executive is not acquitted on merits in the criminal prosecution but purely on technical grounds and Management either proposes to take up the matter to a higher court or to proceed against him departmentally or if the executive is not exonerated in the departmental proceedings, the ad-hoc promotion granted to him should be brought to an end.

17.5 Treatment of Punishment in assessing suitability for promotion

An executive whose increments have been withheld or who has been reduced to a lower stage in the scale cannot be considered on that account to be ineligible for promotion to the higher grade as the specific penalty of withholding promotion has not been imposed on him. The suitability of the executive for promotion should be assessed by the DPC as and when occasions arise for such assessment. In assessing the suitability, the DPC will take into account the circumstances leading to the imposition of the penalty and decide whether in the light of the general service record of the executive and the fact of the imposition of the penalty he should be considered suitable for promotion. However, where the DPC considers that despite the penalty the executive is suitable for promotion, the executive should not be actually promoted during currency of the penalty.

17.6 Validity of the proceedings of the DPCs when one member is absent

The proceedings of the DPC shall be legally valid and can be acted upon notwithstanding in absence of any of its members other than the Chairman provided that the member was duly invited but he absented himself for one reason or the other and there was no deliberate attempt to exclude him from the deliberation of the DPC and provided further that majority of the members constituting the DPC are present in the meeting.

18. CONSIDERATION OF PROMOTION IN RESPECT OF EXECUTIVES ON DEPUTATION

The names of executives who are on deputation, either on their own volition or in public interest (including foreign service), shall also be included in the list submitted to the DPC for consideration for promotion; in case they come within field of choice for promotion and fulfill the prescribed eligibility conditions.

19. CONSIDERATION OF PROMOTION IN RESPECT OF EXECUTIVES ON STUDY LEAVE

An executive proceeding on study leave shall be treated on the same basis as an employee proceeding on deputation if the study leave was duly sanctioned by the Competent Authority and the Competent Authority certified that he would have continued to officiate but for his proceeding on study leave. These provisions would also apply in case of executives who are granted special leave for training abroad under the various training schemes.

20. CONSIDERATION OF PROMOTION IN RESPECT OF DIRECT RECRUITS

It may happen that an executive who is recommended for appointment to a post as a Direct Recruit may also be among those eligible for consideration for promotion to the same post. In such event, an

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executive shall not lose his right of consideration for such promotion merely because he has been recommended for appointment against the Direct Recruitment quota. Therefore, such executives if they are within the field of eligibility consideration shall be included in the list of executives for consideration by the DPC.

21. RESERVATION OF SC/STs

Instructions and guidelines issued from time to time by the Govt. of India regarding reservation and concessions to SCs and STs in the matter of promotion shall be duly taken into account by the DPC while considering and finalising cases of promotion.

22. VALIDITY OF PANEL

The panel for promotion drawn up by DPC will be valid for a period of six months from the date of approval and may be revalidated for a further period of six months if so decided by the panel approving authority.

23. REVIEW OF DPCs

23.1 When review DPCs may be held

The proceedings of any DPC may be reviewed only if the DPC has not taken all material facts into consideration or if material facts have not been brought to the notice of the DPC or there have been grave errors in the procedure followed by the DPC. Thus, it may be necessary to convene Review DPCs to rectify unintentional mistakes e.g;

- a) Where eligible persons were omitted to be considered; or
- b) Where ineligible persons were considered by mistake ; or
- c) Where the seniority of a person is revised with retrospective effect resulting in a variance of the seniority list placed before the DPCs ; or
- d) Where some procedural irregularity was committed by a DPC ; or
- e) Where adverse remarks in the ACRs were toned down or expunged after the DPC had considered the case of the executive.

23.2 Scope and Procedure

A Review DPC shall consider only those persons who were eligible as on the date of meeting of the original DPC. That is, persons who become eligible in a subsequent date shall not be considered. Such cases will, of course, come up to consideration by a subsequent regular DPC. Further, the review DPC shall restrict its scrutiny to the Performance Appraisal Reports/ACRs for the period relevant to the first DPC. The Performance Appraisal Reports/ACRs written for subsequent periods shall not be considered. If any adverse remarks relating to the relevant period were toned down or expunged, the modified ACRs shall be considered as if the original remarks did not exist at all.

A review DPC shall consider the case again only with reference to the technical or factual mistakes that took place earlier and it should neither change the grading of an executive without any valid reason (which should be recorded) nor change the zone of consideration nor take into account any increase in number of vacancies which might have occurred subsequently.

23.3 Cases where adverse remarks have been expunged or toned down

In cases where the adverse remarks were toned down or expunged subsequent to consideration by the DPC, the procedure set out herein may be followed. The Appointing Authority shall scrutinise the case with a view to decide whether or not a review by the DPC is justified, taking into account any increase in number of vacancies which might have occurred subsequently.

While considering a deferred case, or review of the case of a superseded executive, if the DPC finds the executive fit for promotion it would place him at the appropriate place in the relevant select list/list of executives considered fit for promotion after taking into account the toned down remarks or expunged remarks and his promotion will be regulated in the manner indicated below :

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If an executive placed junior to the executive concerned have been promoted, the executive concerned should be promoted immediately and if there is no vacancy the management may consider to create supernumerary post if necessary to accommodate the junior most person till final adjustment is made against regular vacancy. On promotion, his pay shall be fixed at the stage it would have reached, had he been promoted from the date of the person immediately below him was promoted but no arrears would be admissible. The seniority of the executive would be determined in the order in which his name, on review, has been placed in the select list by DPC. If any such case a minimum of qualifying service is prescribed for promotion to higher grade, the period from which an executive placed below the executive concerned in the select list was promoted to the higher grade, should be reckoned towards the qualifying period of service for the purpose of determining his eligibility for promotion to next higher grade.

24. **DEBARRING**

If an executive is not found suitable for promotion and it is so recorded by the DPC, he will be debarred from being considered for promotion within a period of six months from the date his candidature was considered by the DPC.

25. **REFUSAL OF PROMOTION**

When an executive does not want to accept a promotion which is offered to him, he may make written request that he may not be promoted and the request will be considered by the panel approving authority, taking relevant aspects into consideration. If the reasons adduced for refusal for promotion are acceptable to the panel approving authority the next person in the select list will be promoted. However, since it may not be administratively possible or desirable to offer appointment on promotion to the persons who initially refused promotion, on every occasions on which a vacancy arises during the period of validity of panel, no fresh offer of appointment on promotion shall be made in such cases for a period of one year from the date of refusal of departmental promotion or till a next vacancy arises and DPC is held whichever is later. On the eventual promotion to the higher grade, such officials lose seniority vis-a-vis his junior promoted to the higher grade earlier irrespective of the fact whether the posts in question are filled by selection or otherwise.

Further, if an executive refuses promotion for a second consecutive time, he/she may be considered for next promotion only after three years from date of refusal.

26. **APPEALS/ REPRESENTATION FROM EXECUTIVES REGARDING NON-SELECTION OR SUPERSESSION**

Any executive who is aggrieved by an order of promotion on the ground that he has been superseded may appeal or represent the case to the Competent Authority through proper channel marking an advance copy to Head of the HR, HQrs Corporate Office. Such representation/appeal should be addressed to the Head of HR below functional Director and reach this Head Quarters within 45 days of notification of the promotion. Before forwarding such representation, the concerned Head of the Department/Project Head will examine the case, forward within 15 days with his remarks/recommendations for consideration and orders. Thereafter, the HR HQ will communicate the decision of the competent Authority within 30 days.

Representation in impolite and unseemly languages will not only be rejected but may attract Disciplinary action under relevant provision of disciplinary rules of the corporation. Further, joint appeals/representations will not be entertained.

27. **Honorary Promotion:**

Considering the significant contributions made and performance of the Executive at the level of E8(GM

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& CGM), executives who have fulfilled the eligibility criteria and who could not be promoted due to vacancy constraint, shall be conferred with honorary promotion to higher grade one month prior to his superannuation in such exceptional cases. Only candidates with minimum 2(two) Outstanding and 3(three) Very Good APAR ratings of the last 5(Five) years, shall be considered for such cases.

Thereafter, he shall be addressed with the designation in promoted posts for all purpose and he will enjoy all benefits of the promoted posts in the last month before attaining the age of superannuation. However, this post shall be considered as supernumerary with no effect on the overall sanction and held position of manpower and shall cease to exist with the superannuation of the executive. The competent authority to approve such cases shall be CMD with the recommendation of committee of Functional Directors. GMs may be placed as CGMs and CGMs may be promoted as EDs under this provision.



PROMOTION POLICY AND RULES FOR EXECUTIVES

ANNEXURE – A

QUALIFICATION RATING

Category of Post	Qualifications	Point
(A) Technical	1) Doctorate in Engineering or equivalent in professional area.	20
	2) Post Graduate Degree or equivalent in concerned area.	18
	3) Engineering Degree with PG Degree/Diploma in Engineering area (One-year course)	17
	4) Engineering Degree or equivalent in concerned area.	16
	5) B.Sc./Diploma of 3 years duration or equivalent in respective professional areas.	12
	6) P. U. or equivalent.	9
	7) H.S.L.C. or equivalent with I.T.I.	9
	8) Non-Matric with I.T.I.	7
	9) H.S.L.C. or equivalent	7
	10) Non-Matric.	5
(B) Personnel & Administration and other allied Service like Secretarial, Security and Vigilance etc.	1) Doctorate or equivalent in professional area.	20
	2) PG (Professional) Degree or equivalent in their respective professional area/ stream (Two years full time course).	18
	3) Graduate with PG Degree/Diploma in their respective professional area (One year course).	15
	4) Master's Degree.	14
	5) Graduate (Hons).	13
	6) Graduate only.	12
	7) P.U. or equivalent.	9
	8) H.S.L.C. or equivalent	7
	9) Non-Matric.	5

**PROMOTION POLICY AND RULES FOR EXECUTIVES**

Category of post	Qualifications	Point
(C) Finance & Accounts.	1) Professional Doctorate or equivalent in concerned area.	20
	2) Professional Qualification like C.A/ ICWA / MBA with specialisation in Finance or equivalent.	18
	3) Graduate (+) Pass in Departmental exam. or S.A.S. exam/ Graduate with PG Degree/ Diploma (One year course) in Finance.	15
	4) Master Degree in professional area.	14
	5) Graduate (Hons.) or equivalent.	13
	6) Graduate only.	12
(D) Medical	1) MD / MS and recognised equivalent Degree.	20
	2) MBBS or equivalent degree with PG Degree/Diploma of one year duration in Medical profession	17
	3) MBBS or equivalent degree with specialization.	16
	4) MBBS or equivalent.	14
	5) HSLC + Diploma in various Trades of two years duration or more duration.	10
	6) HSLC + Diploma / Certificate of less than two years duration.	9
	7) HSLC or equivalent.	7
	8) Non-Matric.	5

N.B: In case of possession of L . L . B. or equivalent, one point will be added further in respect of Functional areas mentioned at 'B' (Sl. No. 2, 3, 4 & 5) and 'C' (Sl. No. 2, 3, 4 & 5) only.

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REFERENCES / AMENDMENTS / INCLUSION

Clause No.	Board Approval	Circulated vide
6.4 (Table) (Factors and Weightage for Promotion from Executive group/cadre to Senior Executive group/cadre)	Modified in 131 st Board meeting held on 22 nd May' 2003	Circular under Memo No. NEEPCO/R&P/91/Pt/2003/6705-6755 dtd., 9 th June' 2003.
6.4.2 (Experience/Length of Service)	Modified in 131 st Board Meeting held on 22 nd May, 2003	Circular under Memo No. NEEPCO/R&P/91/Pt/2003/6705-6755 DTD. 9 th June' 2003
6.4.3 (Table) (Rating Scale for Appraisal Reports)	Modified in 131 st Board meeting held on 22 nd May' 2003	Circular under Memo No. NEEPCO/R&P/91/Pt/2003/6705-6755 dtd., 9 th June' 2003.
6.4.5 (Medical Examination)	Approved in 131 st Board Meeting held on 22 nd May, 2003	Circular issued under Memo. No. NEEPCO/R&P/91/Pt/2003/6705-6755 dtd. 09-06-03
6.4.6 (Probation on Promotion)	Approved in 131 st Board Meeting held on 22 nd May, 2003	Circular issued under Memo. No. NEEPCO/R&P/91/Pt/2003/6705-6755 dtd. 09-06-03
9.2.D (Eligibility Criteria/Minimum Qualification)	Approved in 131 st Board meeting held on 22 nd May' 2003	Memo No. NEEPCO/R&P/91/Pt/2003/6705-6755 dtd., 09-06-03
7(B) (2nd Para) (Promotion from E-6 to E-7 and above)	Modified in 131 st Board meeting held on 22 nd May, 2003	Circulated vide circular issued under Memo No. NEEPCO/PERS/25/52/21274-144 Dated 18-11-03
7(B) (4th Para) (Promotion from E-6 to E-7 and above)	Modified in 136 th Board meeting on 4 th Dec'03	O.M. under memo No. NEEPCO/PERS/25/33/28044-113 dtd. 24 th Dec' 2003
9.1.3 (Eligibility Criteria of Promotion)	Modified in 137 th Board meeting on 10-02-04	OM under Memo. No. NEEPCO/PERS/25/33/51286-356 dtd., 05-03-04).
9.1.2 (2nd Para) (Eligibility Criteria of Promotion)	Modified in 137 th Board meeting on 10-02-04	OM under Memo. No. NEEPCO/PERS/25/33/51286-356 dtd., 05-03-04
6.4.6 (3rd Para) (Probation on Promotion)	Modified in 137 th Board meeting on 10-02-04	OM under Memo. No. NEEPCO/PERS/25/33/51286-356 dtd., 05-03-04).
6.4.4 (Interview/Tests(E2-E4))	3rd Para as per Administrative decision on 16-7-04	
6.4.4 (Inclusion of additional member in the DPC for E2-E4 and upward upto E5)	4th Para as per Administrative decision on 06-07-04	
9.1.2 (Eligibility Criteria for Promotion in respect of Degree holders engineers)	Modified in 163 rd Board Meeting held on 08-07-2008	Office Order No. 1012 dtd. 17.07.2008 and circulated vide Memo No. Pers/25/52/9095-145 dtd. 17.07.2008



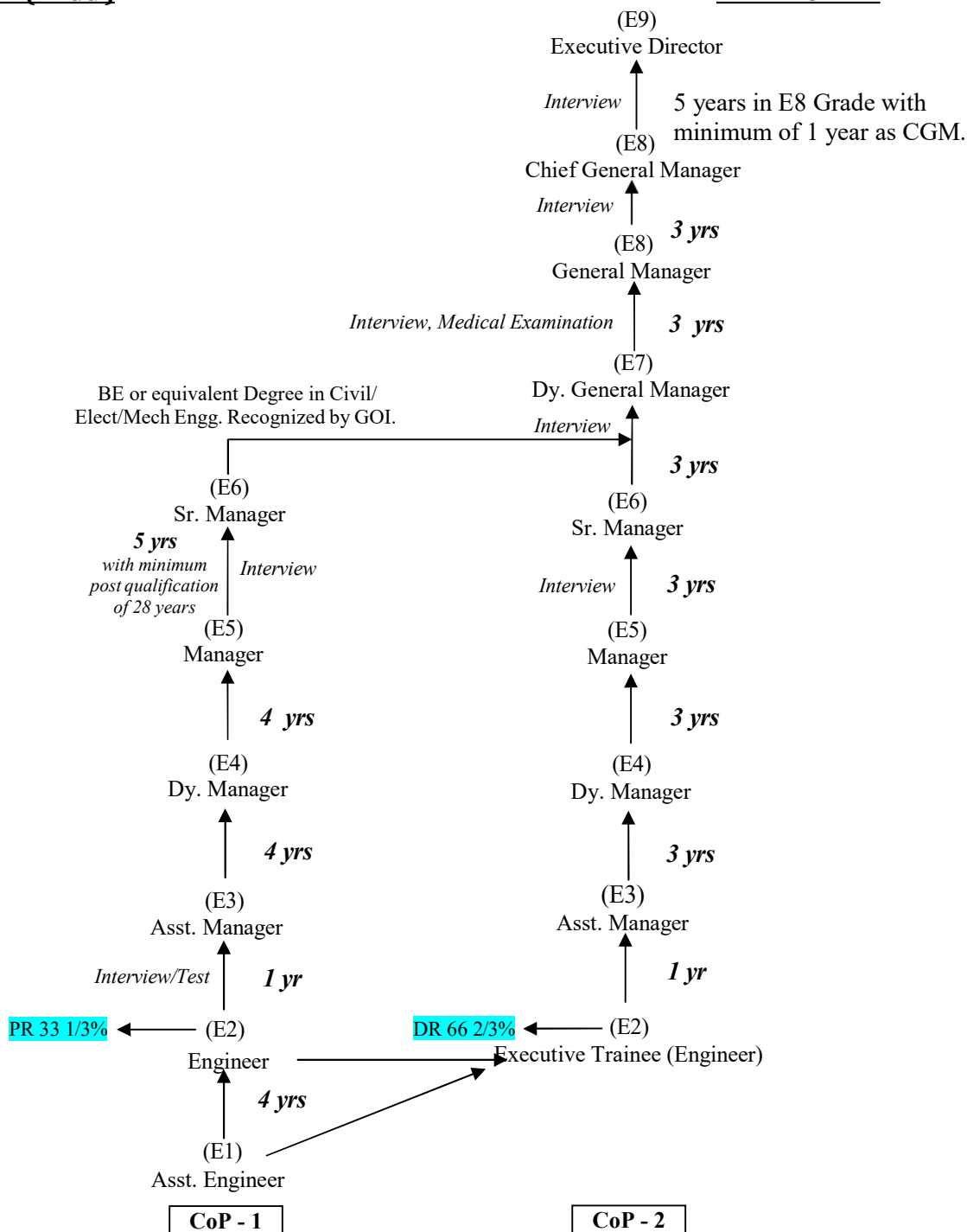
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9.1.2 (3rd & 4th Para) (Eligibility Criteria for Promotion in respect of Degree holders engineers)	Modification in the 164 th Board Meeting held on 14.08.2008	Corrigendum dated 1 st Oct, 2008, circulated vide Memo No. Pers/25/52/1023-83
6.4.6 (2nd Para) (Probation on Promotion (Clearance))	Added in the 172 th Board Meeting held on 25.11.2009	Office Order No. 03 dated 3.12.2009, circulated vide Memo No. Pers/25/52/1213-1281 dtd. 3.12.2009
6.4.4 (5th Para) (Minimum Qualifying Percentage in Interview)	Para added in the 172 th Board Meeting held on 25.11.2009	Office Order No. 03 dated 3.12.2009, circulated vide Memo No. Pers/25/52/1213-1281 dtd. 3.12.2009
7(B) (5th Para) (Promotion from E6-E7 and above)	Para added in the 172 th Board Meeting held on 25.11.2009	Office Order No. 03 dated 3.12.2009, circulated vide Memo No. Pers/25/52/1213-1281 dtd. 3.12.2009
25 (2nd para) (Refusal of Promotion)	Added in the 172 th Board Meeting held on 25.11.2009	Office Order No. 03 dated 3.12.2009, circulated vide Memo No. Pers/25/52/1213-1281 dtd. 3.12.2009
26 (Official Promotion)	Deleted in the 172 nd Board Meeting held on 25.11.2009	Office Order No. 03 dated 3.12.2009, circulated vide Memo No. Pers/25/52/1213-1281 dtd. 3.12.2009
14.3 (Frequency of DPC)	Modified in the 172 th Board Meeting held on 25.11.2009	Office Order No. 03 dated 3.12.2009, circulated vide Memo No. Pers/25/52/1213-1281 dtd. 3.12.2009
6.4.3 (2nd Para) (Annual Performance Appraisal Reports)	2nd Sentence modified in the 172 th Board Meeting held on 25.11.2009	O/O No. 03 dated 3.12.2009, circulated vide Memo No. Pers/25/52/1213-1281 dtd. 3.12.2009
6.4.2 (Experience / Length of Service)	Modified in the 172 th Board Meeting held on 25.11.2009	Office Order No. 03 dated 3.12.2009, circulated vide Memo No. Pers/25/52/1213-1281 (However, Points per year allotted against the Projects / Establishments remains as per memo no.NEEPCO / R&P/91/Pt/2003/6705-6755 dtd 9.6. 2003)
6.4.3 (4th Para) (APAR (Unavailability of requisite APAR))	Modified in the 172 th Board Meeting held on 25.11.2009	Office Order No. 03 dated 3.12.2009, circulated vide Memo No. Pers/25/52/1213-1281 dtd. 3.12.2009
9.1.4(a) (Eligibility Criteria (Outside Influence for retention or transfer))	Modified as approved by the Board of Directors in the 172 th Board Meeting held on 25.11.2009	Office Order No. 03 dated 3.12.2009, circulated vide Memo No. Pers/25/52/1213-1281 dtd. 3.12.2009
12.4 (Channel of Promotion)	Added and Modified as approved by the Board of Directors in the 172 th Board Meeting held on 25.11.2009	Office Order No. 03 dated 3.12.2009, circulated vide Memo No. Pers/25/52/1213-1281 dtd. 3.12.2009
Readjustment of posts in IT stream along with changes in Designations as approved by Competent Authority		Office Order No. 13 dtd. 02.07.2012 and circulated vide Memo No. Pers/08/M-6/200-250
15 (Composition of DPC)	Amended in its 238 th meeting held on 10.05.2018	Circular dated 6/6/18 and circulated vide Memo No. NEEPCO/Pers/11/E-165/Pt/2522
Existing E1 to E9 grades of Executives revised as approved by the Board of Directors in the 234 th Board Meeting held on 14.11.2017		Office Order No. 889 dtd. 09.01.2018 and circulated vide Memo No. Pers/23/109/10,809-60 dtd. 09.01.2018
Revision of Designation of Executives as per DPE Guidelines approved by the Board of Directors in the 251 st Board Meeting held on 10.05.2019		Office Order No. 381 dtd. 31.05.2019 and circulated vide Memo No. Pers/25/72/9381-430 dtd. 31.05.2019.
Revision as per BoD meeting Dtd.16.03.23 on Cl. No. 5.2, 6.1, 6.2, 6.3, 6.4, 6.4.2, 6.4.3, 6.4.4, 7., 9., 9.1.5, 12, 14, 27.		Annexure I, 4, 5, 6, 14, 15, 21 Office order No 02 ..Dtd 20/04/2023. Issued vide L. No PERS /25/52/2023-24/11 - 23Dtd20.04.2023

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TECHNICAL (ENGG.)

ANNEXURE-1



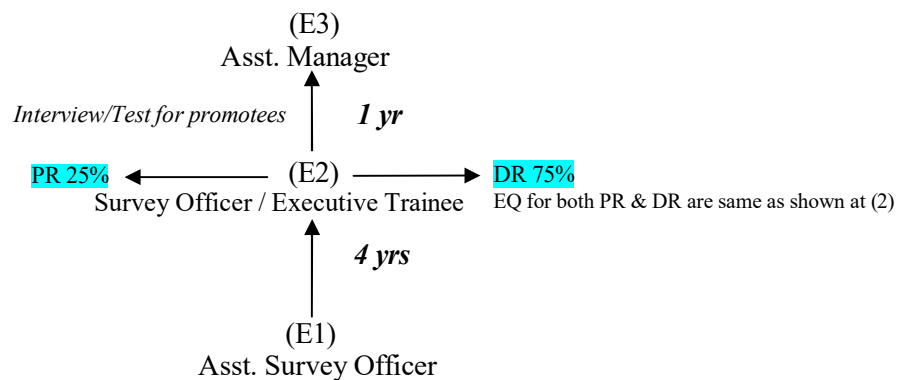
- EQ for induction as J.E. at S1 :** HSLC or equivalent + Three years Diploma in Civil / Elect / Mech Engg. recognized by the GOI with **CoP upto E5**.
- EQ for induction as Executive Trainee (Engineer) at E2 :** PU Sc. or equivalent + BE or equivalent Degree in Civil / Elect / Mech Engg. recognized by GOI.

Note: 1.CoP-1 shown above is the Channel of Promotion of those employees inducted at Workmen or Supervisor cadre, and CoP-2 is for those inducted at E2 grade.

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TECHNICAL (SURVEY)

ANNEXURE-2



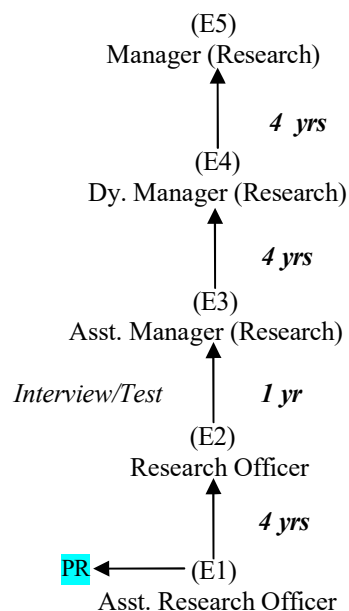
(1) EQ for induction as Surveyor Gr-III (W3) :

- HSLC or equivalent with proficiency in drawing.(+)
- Two years Survey Training from a recognized Institute / Organization with **CoP upto E3**.

(2) EQ for induction as Executive Trainee (Survey) (E2):

- Graduate with Science with Physics and Maths. (+)
- Diploma in Surveying of Two years duration from a recognized Institute with **CoP upto E3**.

TECHNICAL (LAB)

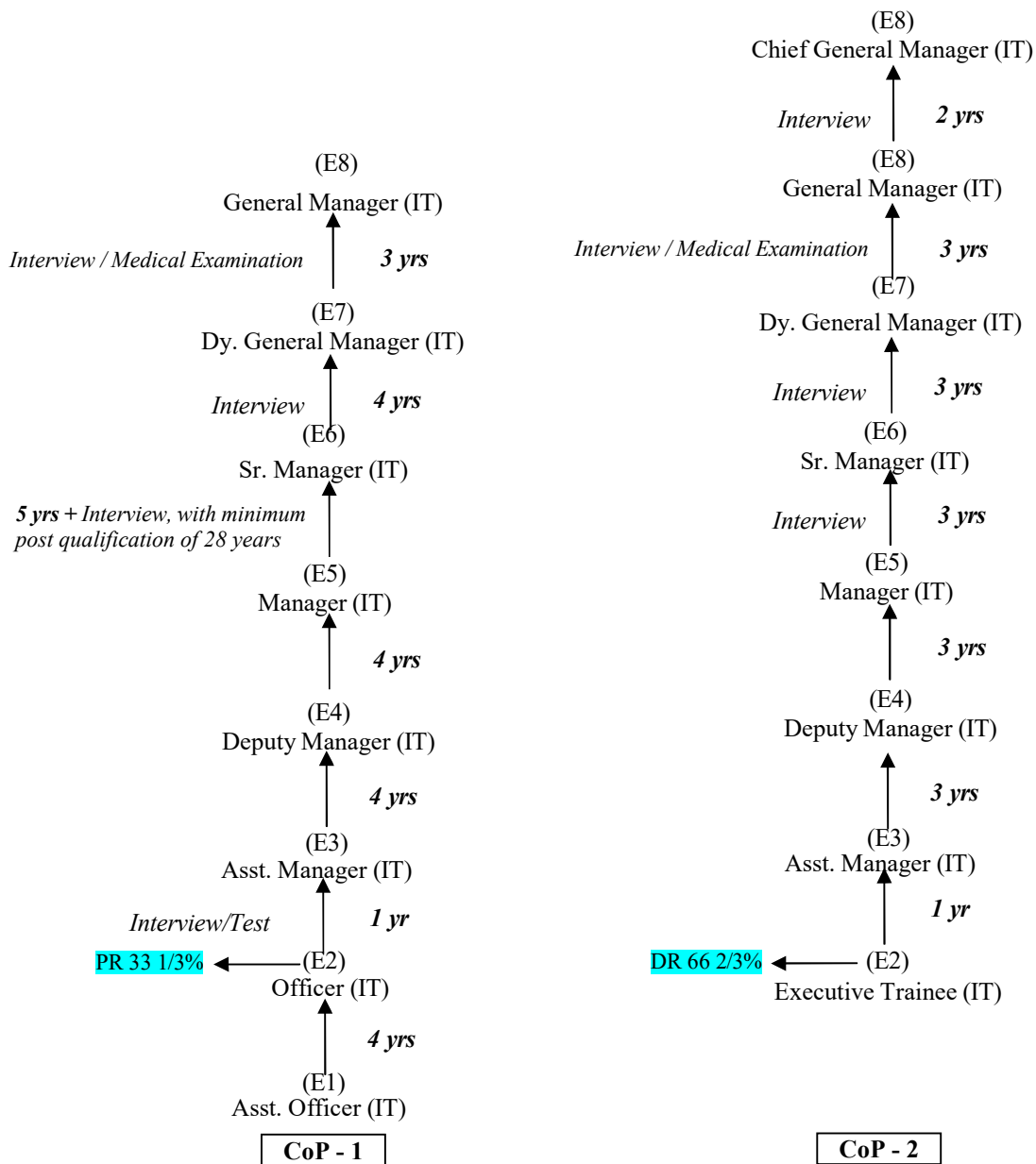


- CoP is for Executives (E1 & above) who were inducted as Lab Assistant (W8):BSc. Chemistry and CoP is upto E5.**

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TECHNICAL (IT)

ANNEXURE-3



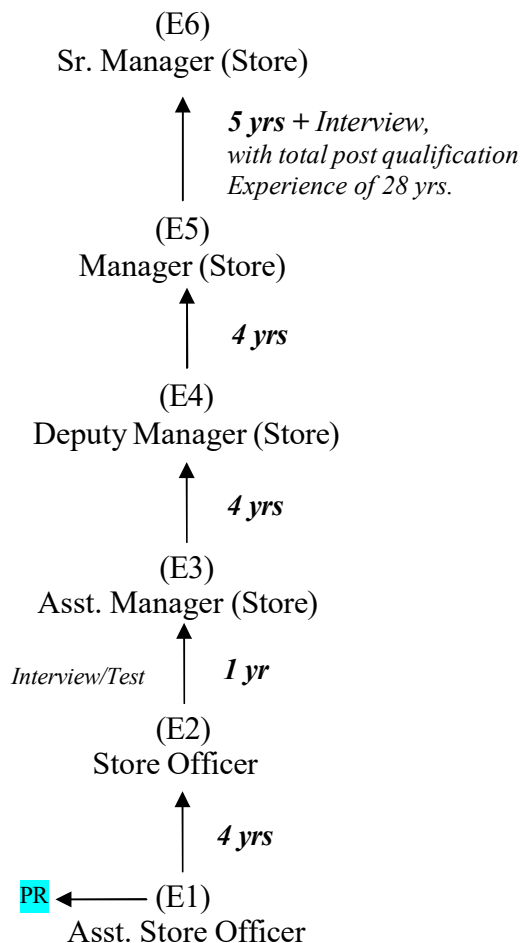
- (1) **EQ for induction as Executive Trainee (IT) at E2 grade:** BE / B.tech / BSc.Engg. (Comp. Science/Comp. Engg. /Electronics/IT) or MCA from recognized University for induction at E2 and **promotions beyond E1**. However, employees with MCA will be eligible for **promotion upto E8** and that of BE/ B.Tech / Bsc. Engg.(Comp Science/Comp. Engg./Elect/IT) to the highest channel of promotion.

Note: CoP-1 shown above is the Channel of Promotion of those employees inducted at Workmen or Supervisor cadre, and CoP-2 is for those inducted at E2 grade.

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TECHNICAL (Store)

ANNEXURE-4

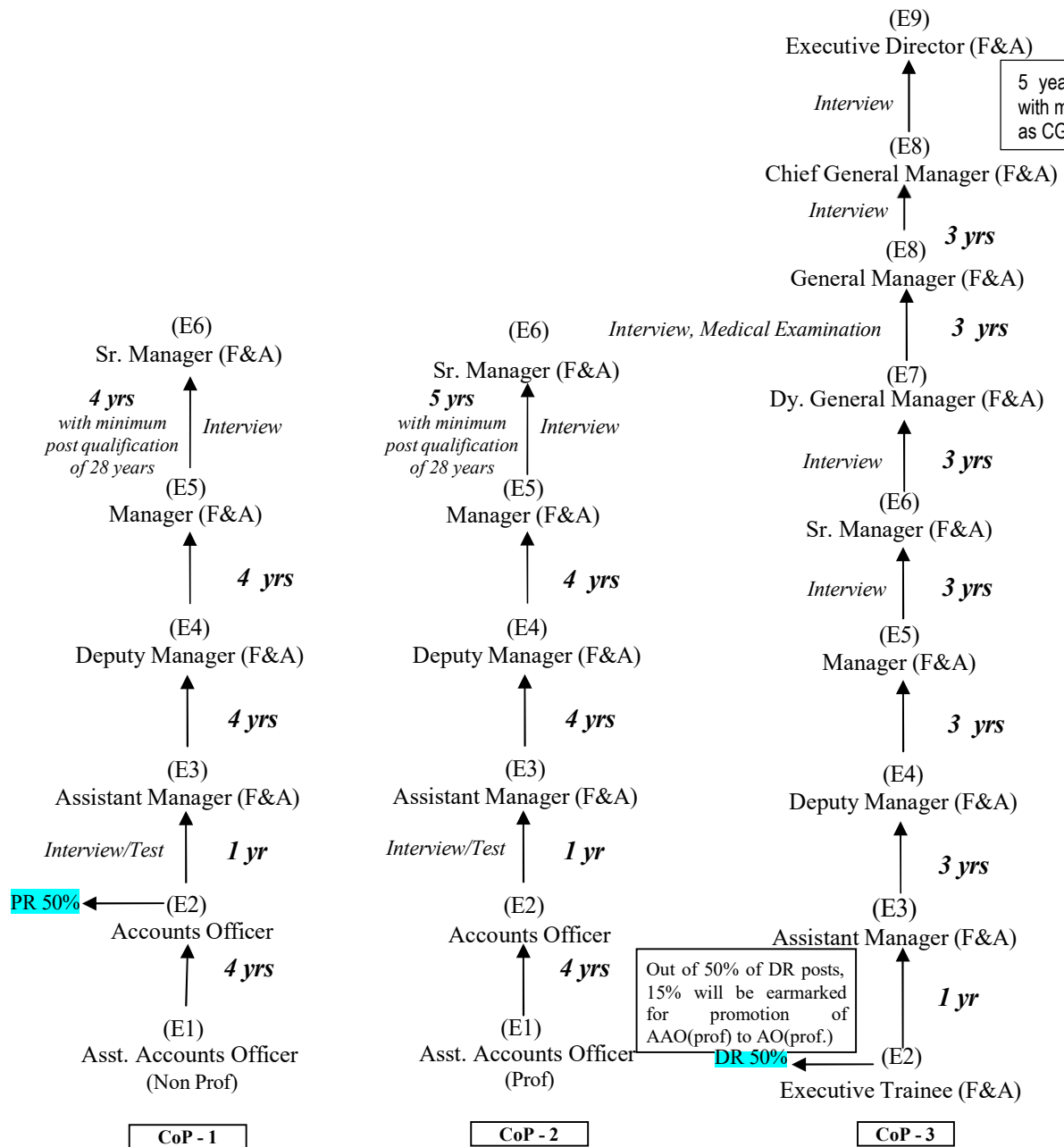


- **CoP is for Executives (E1& above) who were inducted as Store Supervisor-II(S1Grade):**
For induction at S1, Graduate + 1 year Diploma in Material Management and **CoP is upto E6.**

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F & A

ANNEXURE-5



Graduate (+) ICWA/CA or MBA with specialization in Finance (2 yrs full time course) or MBA with specialization in Finance of 3 yrs. correspondence course / distance learning recognized by GOI. This qualification will be applicable to become eligible for **promotion to executives upto E9 level.**

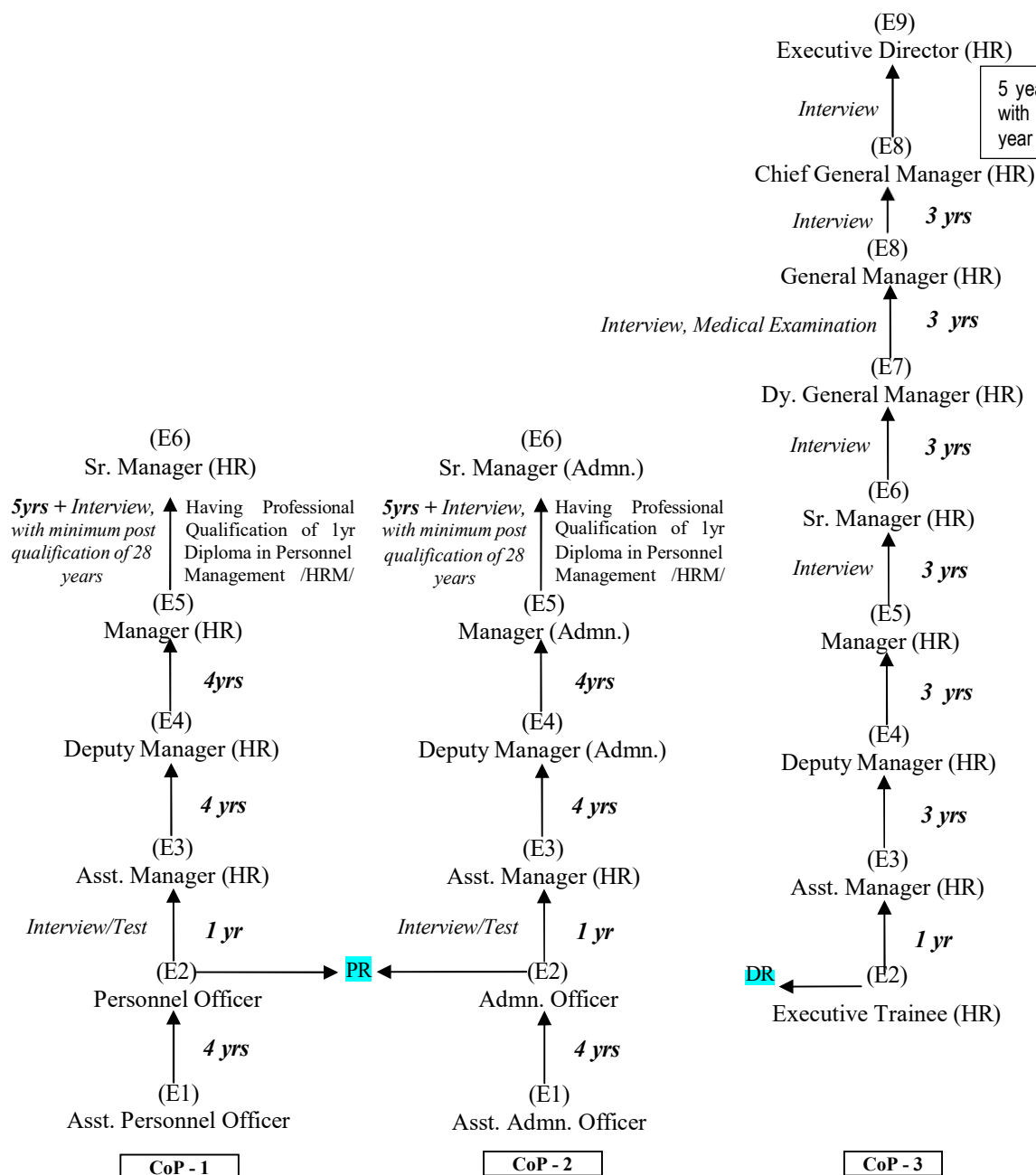
- EQ for induction as Asst. Acctt. at W6 and CoP upto E6 :** B.Com with Accountancy and Auditing as subject with **CoP upto E6 (Non Prof).**
- EQ for induction as Asst. Acctt. at S1 grade and CoP upto E6 :** B.Com with Accountancy and Auditing as subjects + ICAI(Inter)/ICWA(Inter) will be inducted in S1 grade with **CoP upto E6 (Prof).**
- EQ for induction as Executive Trainee (F&A) at E2 grade :** Graduate with CA/ICWA or MBA or equivalent with specialization in Finance of at least two years duration recognized by GOI.

Note: CoP-1 and CoP-2 shown above are the Channel of Promotion of those employees inducted at Workmen or Supervisor cadre, and CoP-3 is for those inducted at E2 grade.

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HR

ANNEXURE-6



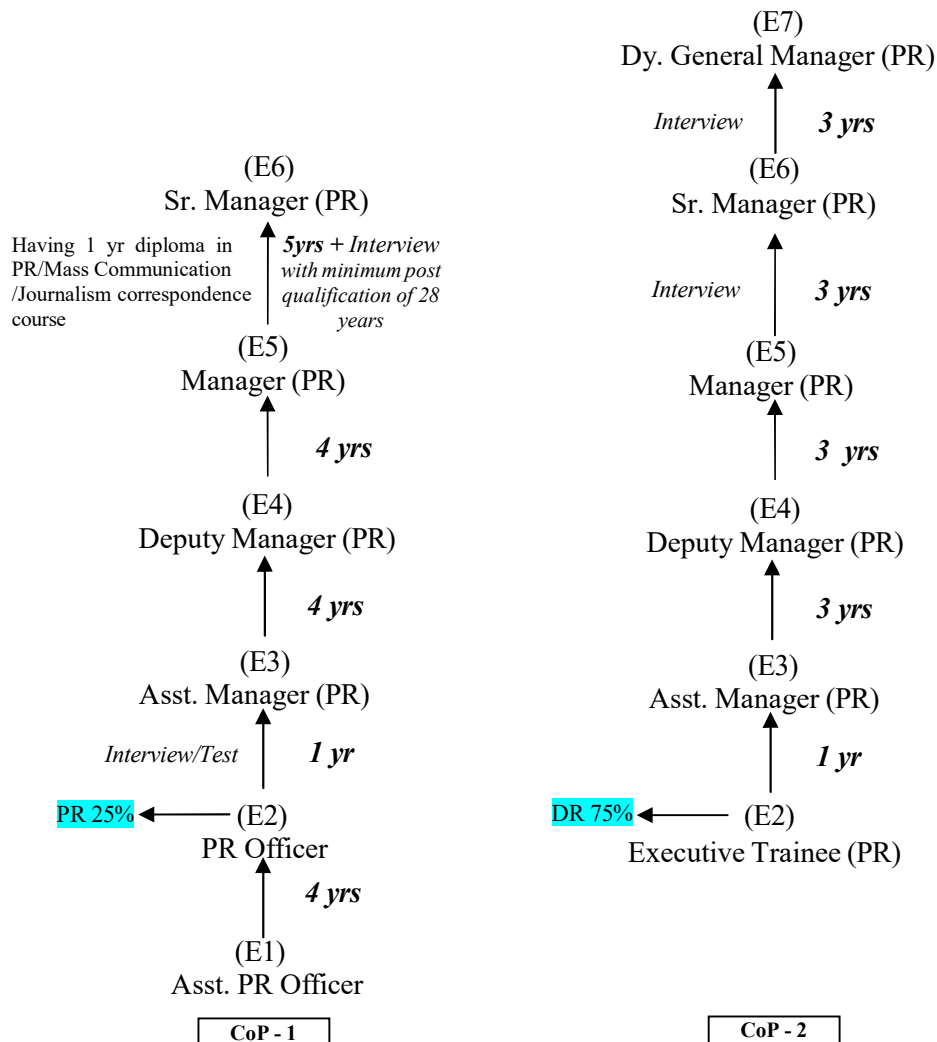
- EQ for induction at W6 :** Graduate + Proficiency in Computers with minimum 30 wpm in typing with CoP upto E5.
- EQ for induction at S1 :** Graduate + Proficiency in Computers with minimum 30 wpm in typing + 1 year Diploma in Personnel Management / HRM / IR.
- Criteria for promotion to E6 :** Must possess 1 year Diploma in Personnel Management/HRM/IR.
- EQ for induction as Executive Trainee (HR) in E2 Grade :** Graduate (+) MBA or equivalent with specialization in PM & IR / HRM of at least 2 yrs duration recognized by GOI.

Note: CoP-1 and CoP-2 shown above are the Channel of Promotion of those employees inducted at Workmen or Supervisor cadre, and CoP-3 is for those inducted at E2 grade.

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HR (PR)

ANNEXURE-7



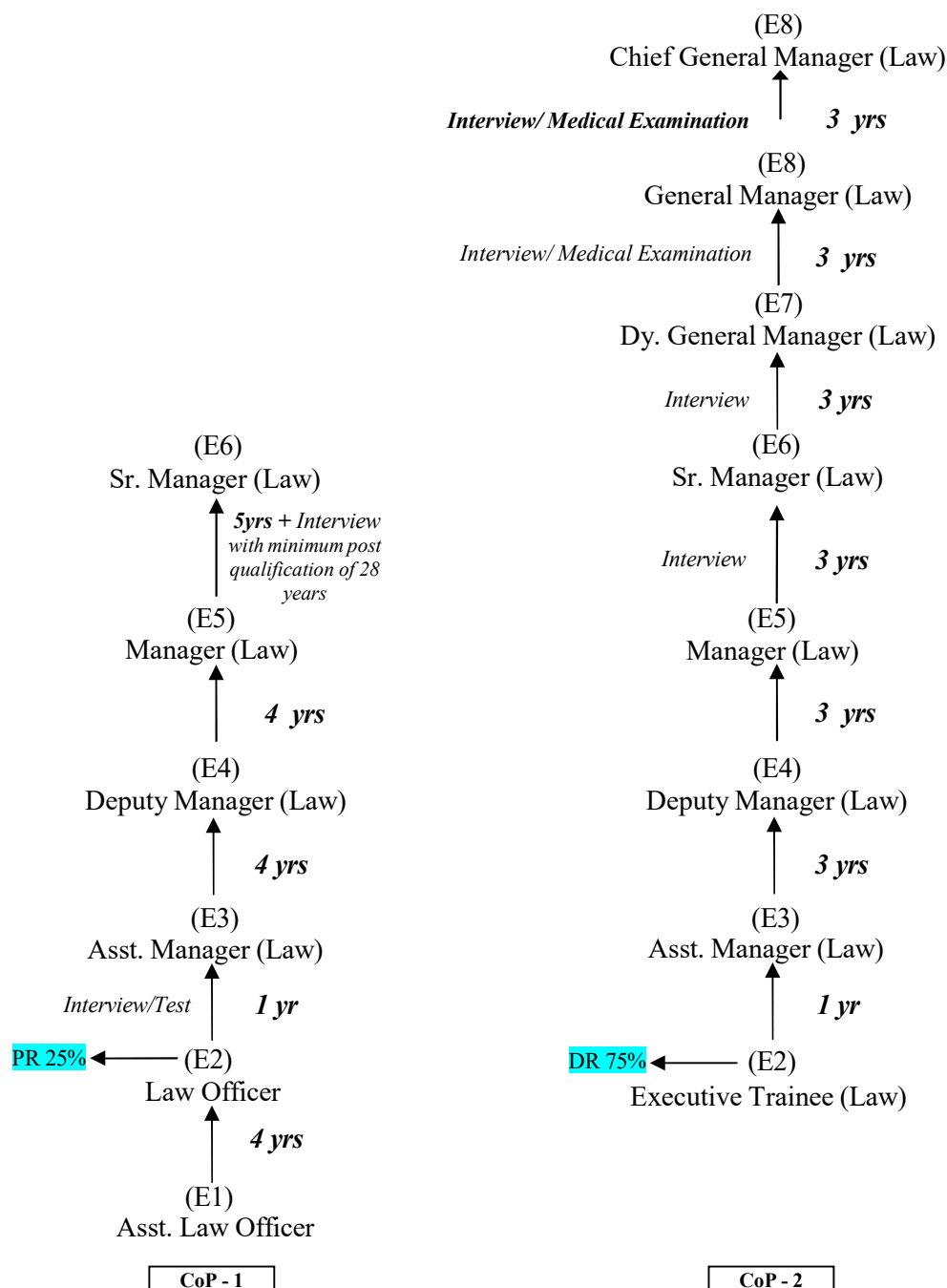
- (1) **EQ for induction in W6 grade as PR Asst.:** Graduate in any discipline with **CoP upto E5**.
- (2) **For Promotion upto E6 for those inducted at W6:** Graduate + 1 year Diploma in PR / Mass Communication / Journalism correspondence course.
- (3) **EQ for induction at E2 grade as Executive Trainee (PR) :** Graduate (+) PG Degree / Diploma in Mass Communication / Journalism (2 yrs full time course) recognized by GOI with **CoP upto E6**.
- (4) **For Promotion upto E7 for those inducted at E2 grade :** Post Graduate Diploma in Public Relation, Journalism or equivalent qualification from recognized institutions or University.

Note: CoP-1 shown above is the Channel of Promotion of those employees inducted at Workmen or Supervisor cadre, and CoP-2 is for those inducted at E2 grade.

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HR (LEGAL)

ANNEXURE-8



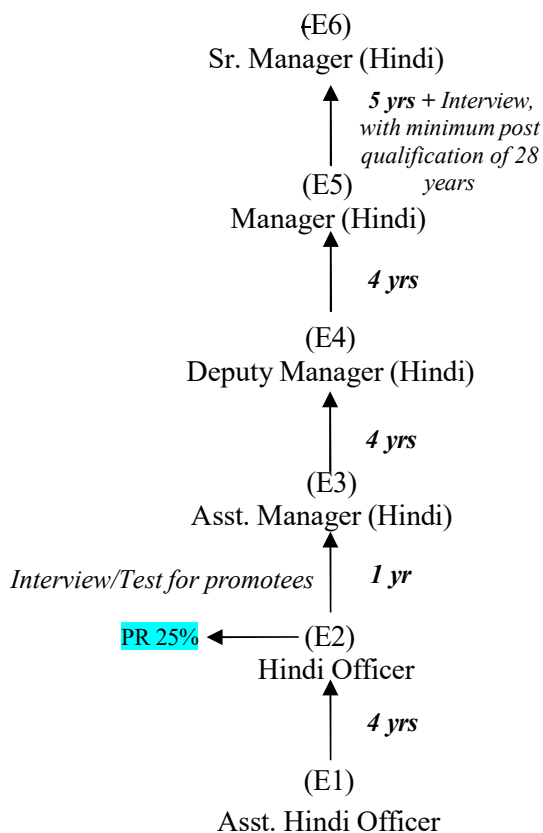
- (1) **For induction as Law Assistant at S2** : Graduate (+) LLB 3 yrs. or equivalent full time course recognized by GOI.
- (2) **For induction as Executive Trainee (Law) at E2** : Graduate with LLB (Three yrs full time course recognized by GOI (+) Two yrs practice in Court of Law as Advocate or Judicial Service or in CPSU / represent the PSU in the Court of Law or Three yrs experience in the next below grade in CPSU / GOI / State Govt.

Note: CoP-1 shown above is the Channel of Promotion of those employees inducted at Workmen or Supervisor cadre, and CoP-2 is for those inducted at E2 grade.

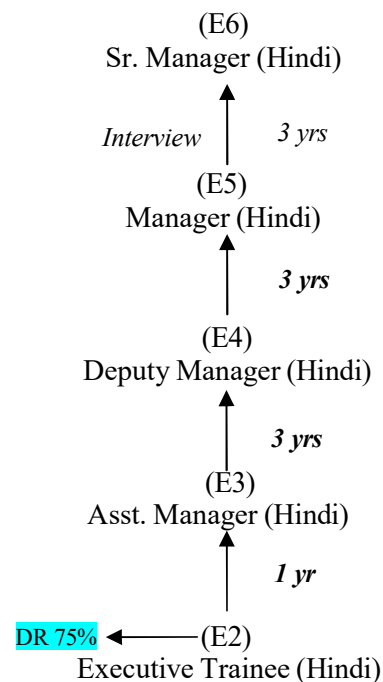
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HR (HINDI)

ANNEXURE-9



CoP - 1



CoP - 2

- (1) **Persons inducted as Asst. Hindi-I (W6):** For induction at W6 Grade, Graduate with Hindi as one of the principal subjects + Proficiency in Computers with minimum 25 wpm in typing with **channel of promotion upto E5**.
- (2) **Persons inducted as Jr. Hindi Translator (W6):** For induction as Jr. Hindi Translator (W6), 2nd Class degree or Equivalent in Hindi from a recognized University with English as one of the subjects at graduation Level + proficiency in computers with minimum 25 wpm in typing with **CoP upto E5. For promotion to E6**, Masters degree or equivalent in Hindi or English with English or Hindi as one of the subjects from recognized university or Masters Degree or equivalent in any subject with Hindi as one of the subjects at Graduation level from recognized university; or Masters Degree or equivalent in any subject from recognized university with Hindi and English as subjects at Graduation level.
- (3) **Persons inducted as Executive Trainee (Hindi)(E2) with CoP upto E6 :** For induction as Executive Trainee (Hindi) (E2), Master degree or equivalent in Hindi from a recognized university with English as one of the subject at Graduate level **or** Master Degree in English from a recognized university with Hindi as one of the subject at Graduate level **or** Masters Degree or equivalent in any subject from a recognized university with Hindi and English as subject at Graduate level **or** Master degree or equivalent in any subject from a recognized University with English as medium of instruction and Hindi as one subject at graduation Level.

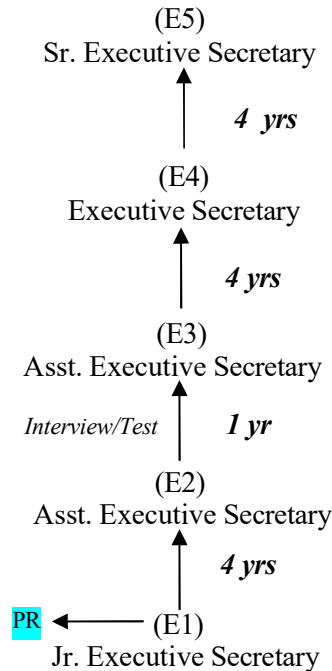
Note:1. CoP-1 shown above is the Channel of Promotion of those employees inducted at Workmen or Supervisor cadre, and CoP-2 is for those inducted at E2 grade.

2. Although separate CoPs are shown for Promotees and Direct Recruits(E2), Asst. Hindi stream and Hindi Translator stream are amalgamated at S1 as per Promotion rules of Workmen & Supervisor.

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HR (STENO / SECRETARY)

ANNEXURE-10



(1) For induction as Stenographer-III (W5) :

- (i) P.U. or equivalent
- (ii) Diploma in short hand and Typewriting with minimum 80 and 40 WPM speed respectively.

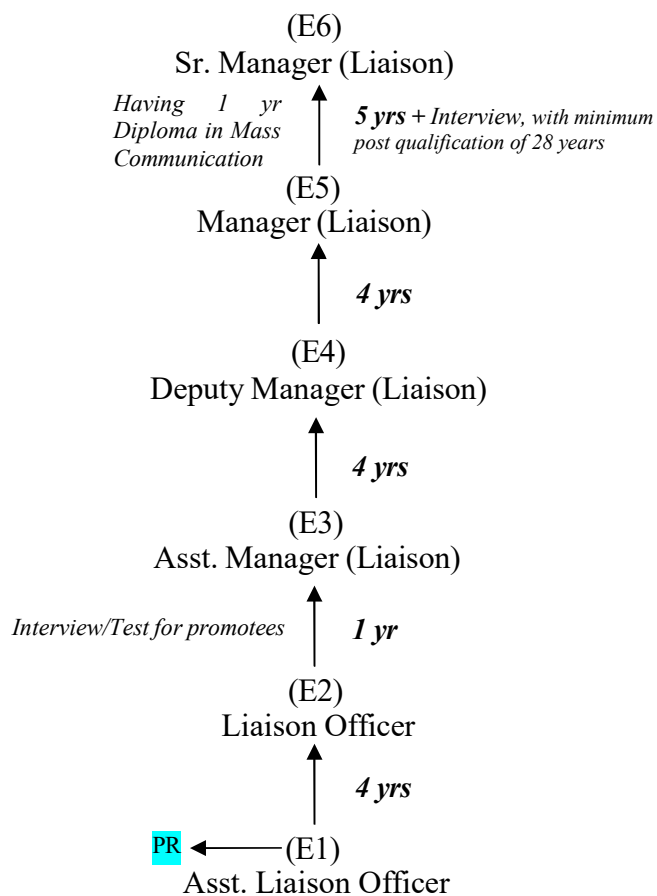
(2) For promotion from Stenographer-I (SG) (W8) to Pvt. Secretary-III (S1) : 120/50 WPM speed in short hand and typewriting.

(3) For promotion from Pvt. Secretary-I (S3) to Jr. Ex. Secry (E1) : Graduate.

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LIAISON ASSISTANT

ANNEXURE-11

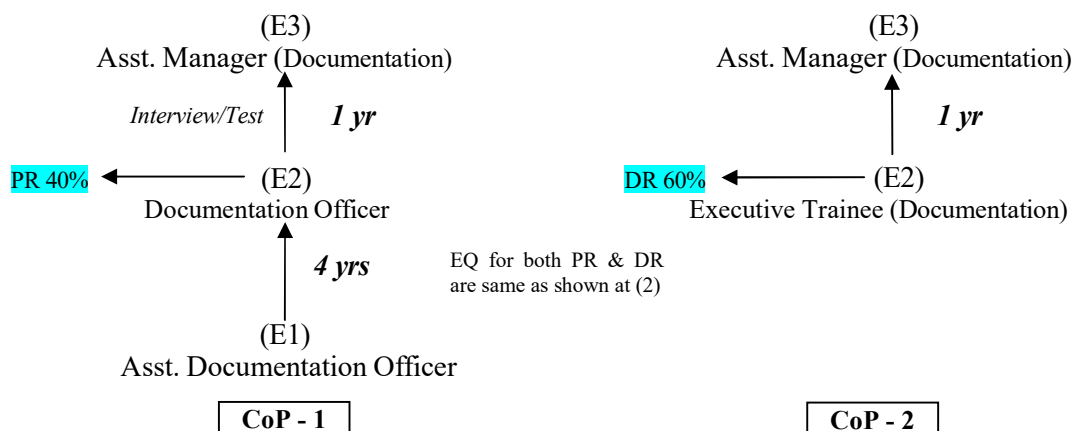


- (1) **Persons inducted as Sr. Liaison Asst. (W6):** For induction at W6 Grade, Graduate and promotion upto E5.
- (2) **For promotion upto E6 :** Graduate + 1 year diploma in Mass Communication.

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LIBRARY

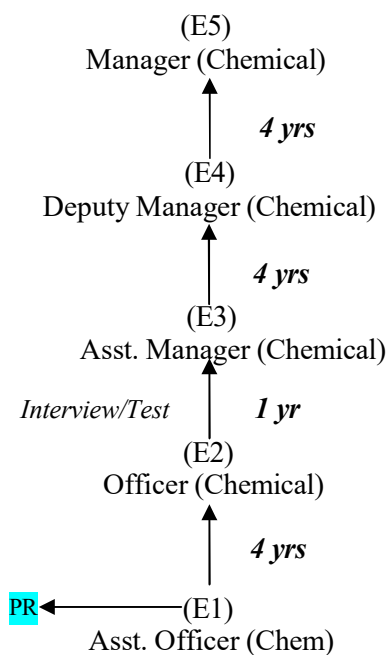
ANNEXURE-12



- (1) **EQ for induction level as Librarian (W3):** Graduate in any discipline with certificate in Library Science recognized by GOI with **CoP upto E3**.
- (2) **EQ for induction level as Executive Trainee (Documentation):** Graduate in any discipline (+) PG Degree / Diploma of 2 yrs. duration (Full time course) in Library Science recognized by GOI with **CoP upto E3**.

Note: CoP-1 shown above is the Channel of Promotion of those employees inducted at Workmen or Supervisor cadre, and CoP-2 is for those inducted at E2 grade.

CHEMIST

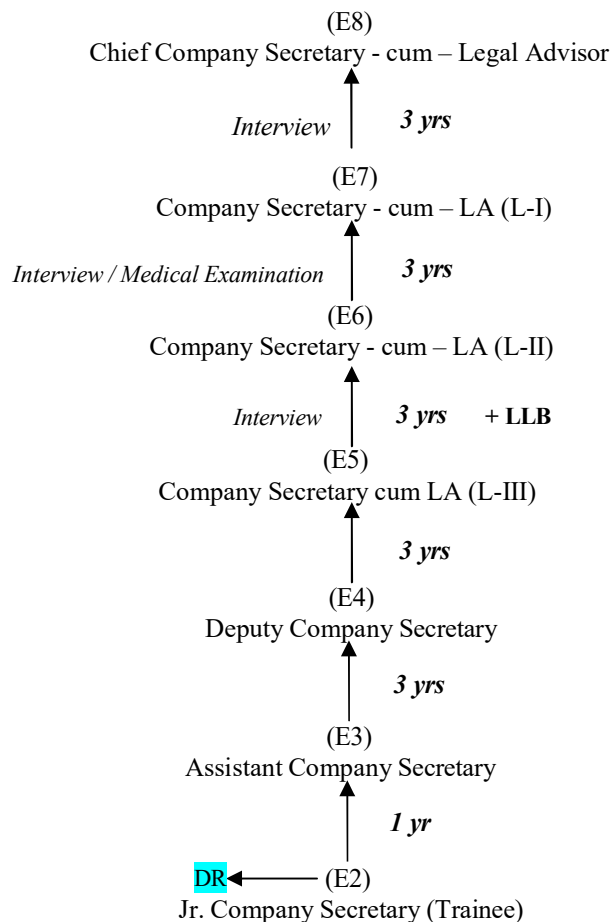


- **CoP for Asst. Officer (Chem) (E1) who were inducted as Asst. Chemist (W8):** BSc. Chemistry and **CoP is upto E5**.

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COMPANY SECRETARIAT

ANNEXURE-13

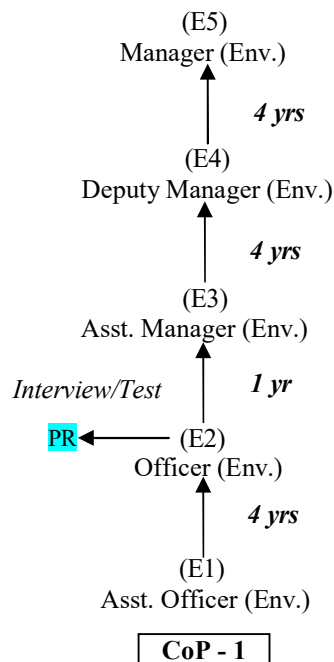


- (1) **EQ for induction as Jr. Company Secretary (Trainee) at E2 grade** : PG Degree in Company Secretaryship from Institute of Company Secretary of India for promotion upto E-5. Additional qualification of LLB for promotion from E-5 to E-6 and above.

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ENVIRONMENT

ANNEXURE-14



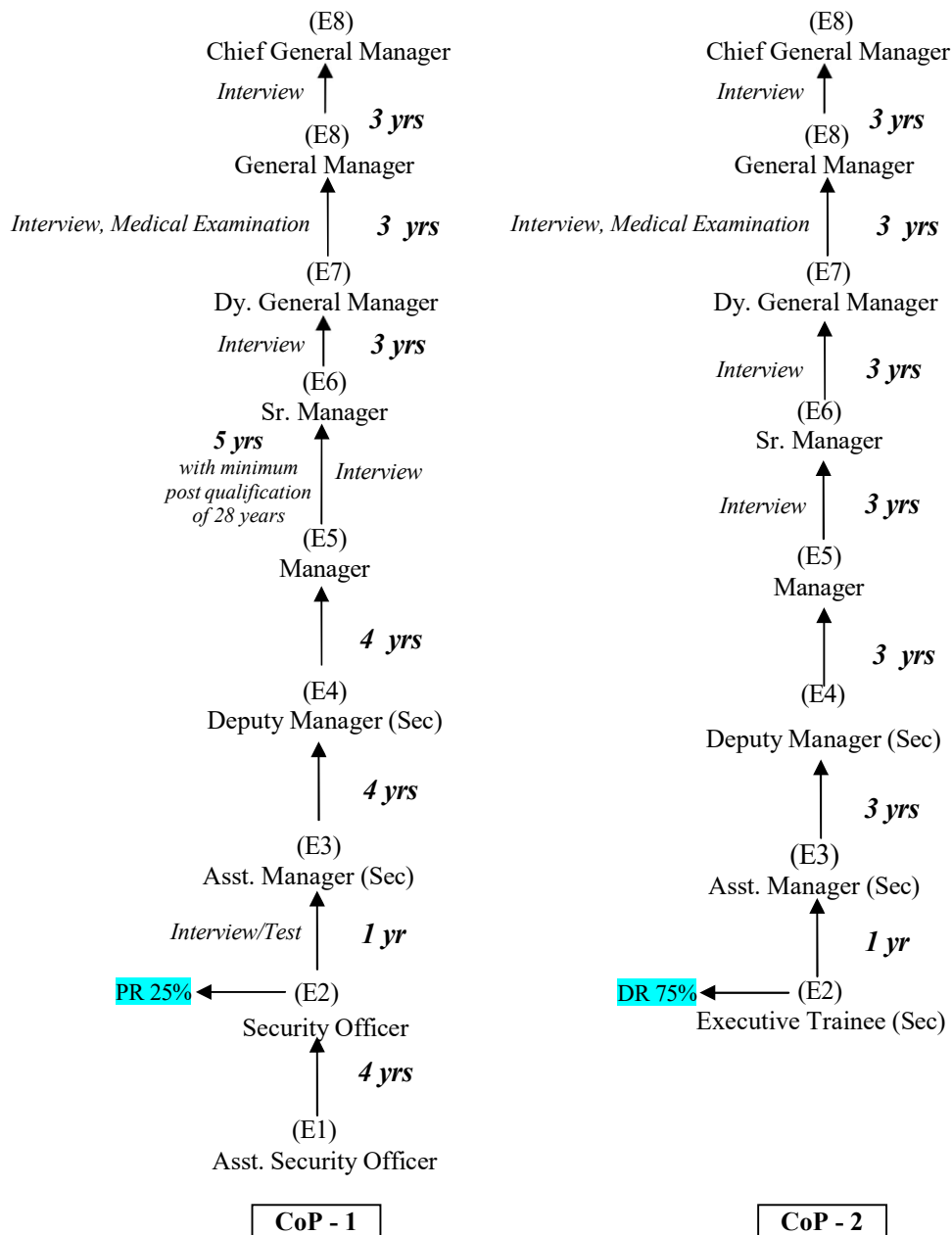
- (1) **EQ for induction as Supervisor (Env.) at S2 grade:**BSc. (Agri.)/BSc. (Forestry) for promotion upto E5.
- (2) **EQ for induction as Executive Trainee (Env.) at E2 grade :** BE/B.Tech/BSc. Engg. In Environment or M.Sc. (Environmental Science) (for induction at E2). However, employees with M.Sc. (Environmental Science) will be eligible for **promotion upto E8** and that of BE/B.Tech/ B.Sc. Engg in Environment to the highest channel of promotion.

Note: CoP-1 shown above is the Channel of Promotion of those employees inducted at Workmen or Supervisor cadre. Although the posts for Environment Officer does not exist in the revised sanction posts, the CoP is shown for future reference only.

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SECURITY

ANNEXURE-15



(1) EQ for induction in Executive Cadre :

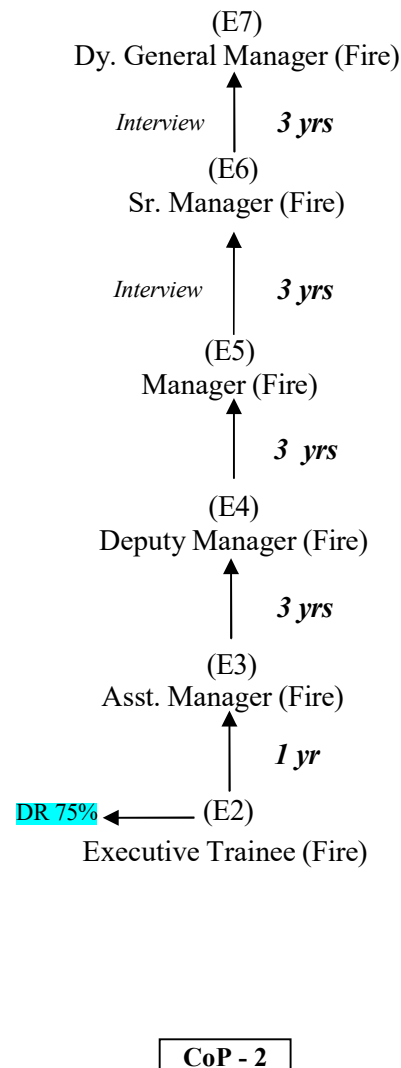
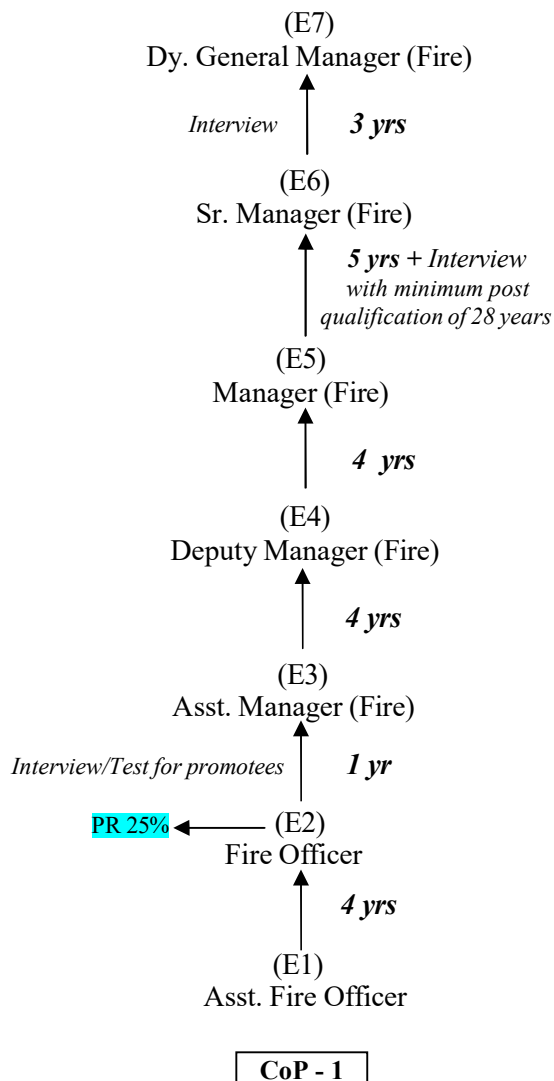
- Graduate in any discipline (+)
- Five yrs. experience in Sec/Intelligence in the Capacity of Sr. JCO / Inspector or equivalent in the Defence / para Military / police Service.

Note: CoP-1 shown above is the Channel of Promotion of those employees inducted at Workmen or Supervisor cadre, and CoP-2 is for those inducted at E2 grade.

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FIRE

ANNEXURE-16



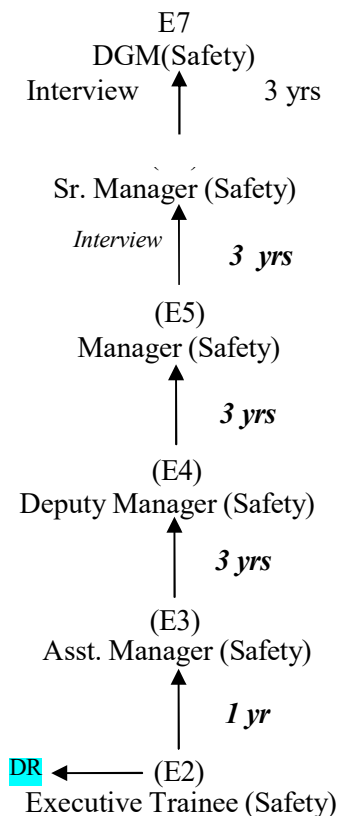
- (1) **EQ for induction in executive Cadre** : (a) EE(Fire) or equivalent or B.Tech or Graduate with Divisional Officer Course from National Fire Service College, Nagpur or Associateship examination of the Institute of Fire Engineers, London.

Note: CoP-1 shown above is the Channel of Promotion of those employees inducted at Workmen or Supervisor cadre, and CoP-2 is for those inducted at E2 grade. **Although the posts of Fire Officer no longer exists in the revised sanctioned posts, the CoP is kept for future reference**

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SAFETY

ANNEXURE-17

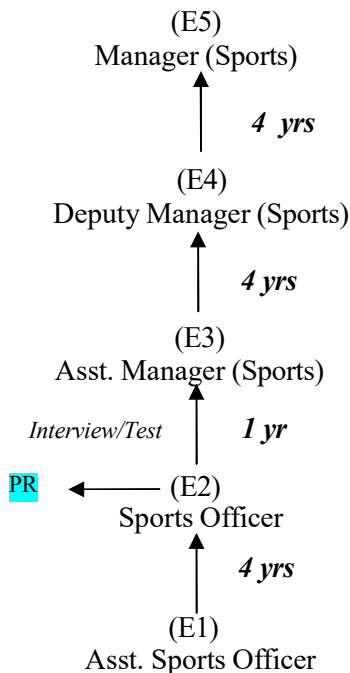


- (1) **EQ for induction level as Executive Trainee (Safety) :** A recognized diploma in any branch of Engg.& Technology and having practical experience in a factory in Supv. Capacity for a period of not less than 5 years + 1 year Diploma on Industrial Safety & Engineering and knowledge of language spoken by majority of the worker.

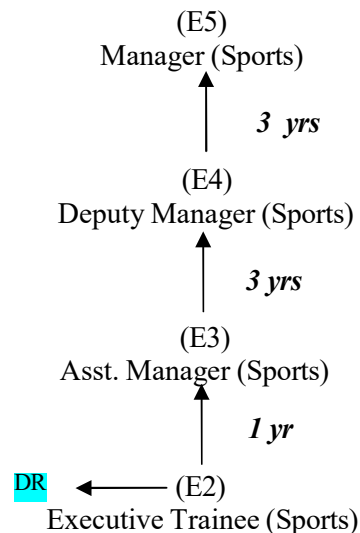
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SPORTS

ANNEXURE-18



CoP - 1



CoP - 2

- (1) **For induction at W2** : Class VIII passed and must have represented District / State / National or NIS Coach and **CoP is upto W6**.
- (2) **For Promotion upto E1**: HSLC passed and must have represented District / State / National or NIS coach.
- (3) **For promotion upto E5**: Graduate and must have represented District / State / National or NIS coach.
- (4) **For induction at E2** : Graduate and must have represented District / State / National or NIS coach and **CoP is upto E5**.

Note: 1. CoP-1 shown above is the Channel of Promotion of those employees inducted at Workmen or Supervisor cadre, and CoP-2 is for those inducted at E2 grade.

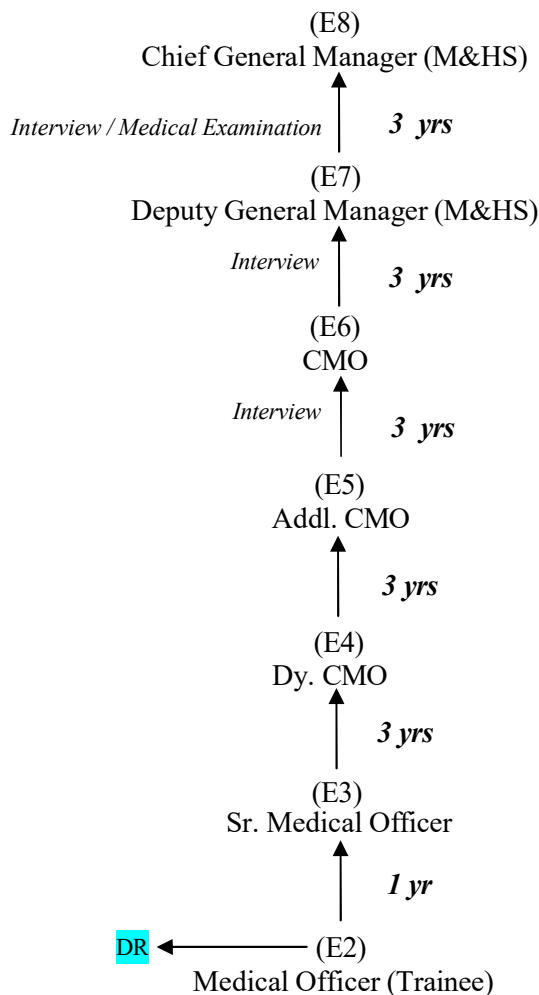
2. Options may be explored for recruitment sports person on contract.

1. Although the posts of Sports Officer no longer exists in the revised sanctioned posts, the CoP is kept for future reference

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MEDICAL

ANNEXURE-19

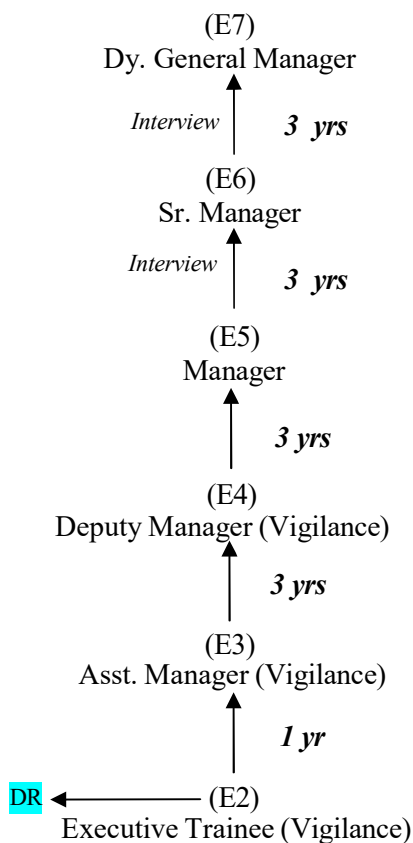


- (1) **EQ for induction level as Medical Officer (Trainee) :** MBBS preferably with Post graduate Degree / Diploma in one of areas of Medical Science (+) Registered with the Indian Medical Council

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VIGILANCE

ANNEXURE-20



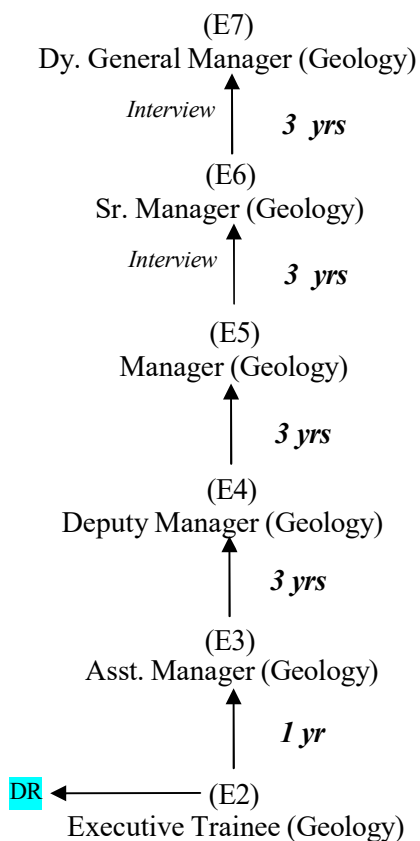
- (1) **EQ for induction level as Executive Trainee (Vigilance) :** Graduate in any discipline preferably LLB +5 yrs. experience in Police, anti-corruption dept., Central Vigilance Commission, CBI / Vigilance dept. of CPSU / autonomous Organisation of which 2 yrs. in Supervisory position in the next below the scale.
- (2) **EQ for Internal Candidate (Feeder Cadre) :** (a) Graduate in any discipline preferably LLB
(b) Two yrs. experience in next below scale i.e. ASO / Asst. Admn. Officer / Asst. Personnel Officer / Asst. Accounts Officer / PS Gr-I etc.

Note: Although the posts of Vigilance Officer no longer exists in the revised sanctioned posts, the CoP is kept for future reference

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GEOLOGY

ANNEXURE-21



(1) EQ for induction level as Executive Trainee (Geology) :MSc. / M. Tech in Applied Geology